STUDENT HANDBOOK 1999 - 2000

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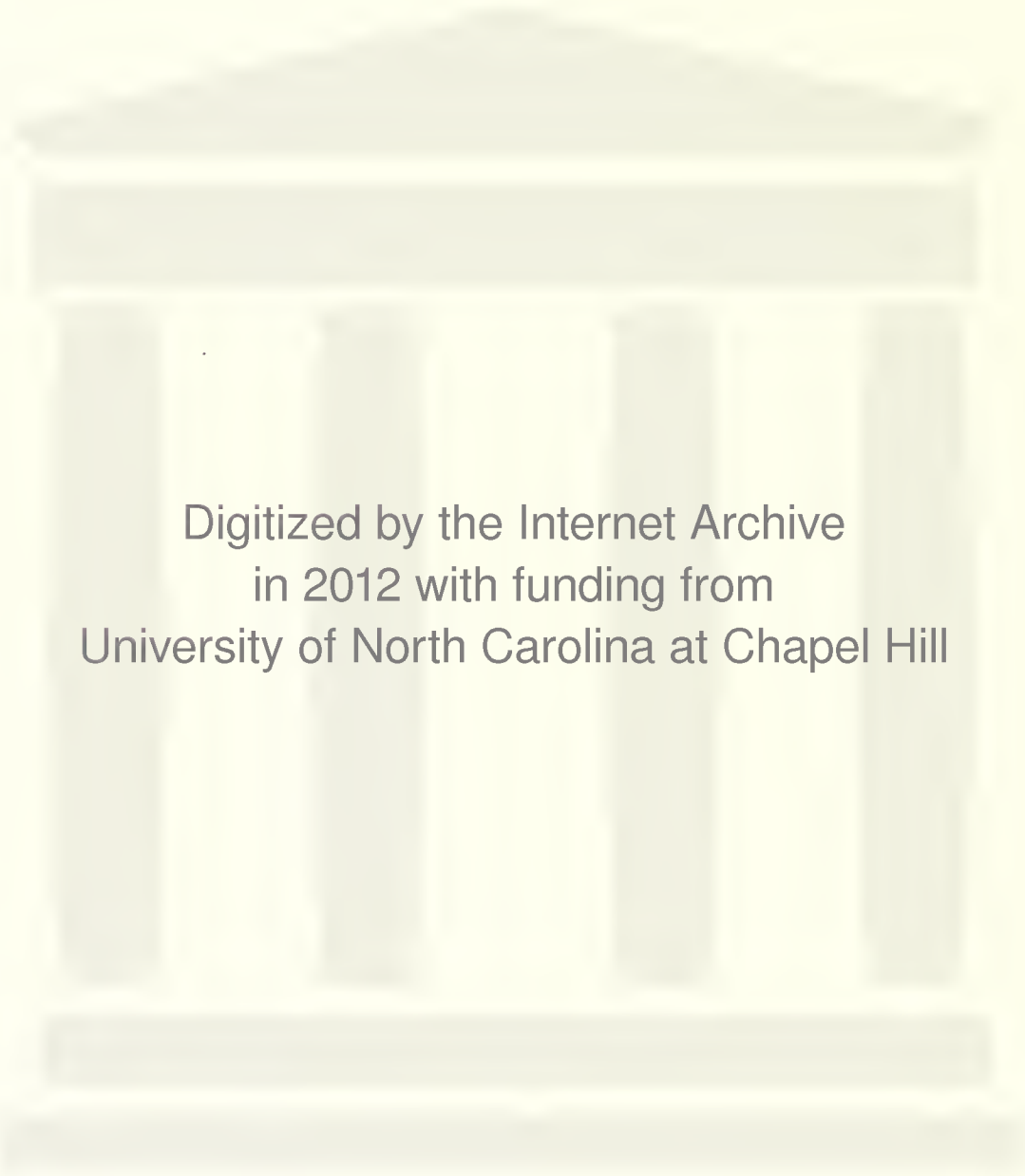

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MONTREAT COLLEGE

STUDENT HANDBOOK 1999-2000

Published by
The Office of Student Services
Montreat College
Montreat, North Carolina 28757

July 1999

1999-2000 Montreat College Academic Calendar

Fall 1999 Semester

Student Services Workshop	August 12-13, Thurs.-Fri.
Leadership Week	August 16-20, Mon.-Fri.
Faculty Workshop	August 19-20, Thurs.-Fri.
New students arrive	August 21, Sat.
Continuing students arrive	August 22, Sun. p.m.
Advising and registration of new students	August 23, Mon. a.m.
Registration of continuing students	August 23, Mon. p.m.
Classes begin at 8:00 a.m.	August 24, Tues.
Opening Convocation at 11:00 a.m.	August 24, Tues.
Last day to add a course	August 31, Tues.
Family Weekend	September 24-26, Fri.-Sun.
Staley Lectures	September 28-30, Tues.-Thurs.
Homecoming	October 1-3, Fri.-Sun.
Midterm/Last day to drop a course with a "W"	October 13, Wed.
Fall Break begins after last class (dorms close at 5:00 p.m.)	October 13, Wed.
Dorms reopen at 7:00 p.m.	October 17, Sun.
Missions Conference	October 17-19, Sun.-Tues.
Classes resume	October 18, Mon.
Board of Trustees meeting	October 21-22, Thurs.-Fri.
Board of Visitors meeting	October 29-30, Fri.-Sat.
Advising and preregistration for spring semester	November 1-12, Mon.-Fri.
Thanksgiving Break begins at 12:00 noon (dorms close at 5:00 p.m.)	November 24, Wed.
Dorms reopen at 7:00 p.m.	November 28, Sun.
Classes resume at 12:00 noon	November 29, Mon.
Monday Schedule	November 30, Tues.
Senior Writing Competency Testing, 3-4:00 p.m.	December 1, Wed.
Last Day of Class	December 10, Fri.
Final examinations begin at 8:00 a.m.	December 13-16, Mon.-Thurs.
Christmas Vacation begins after last exam (dorms close at 5:00 p.m.)	December 16, Thurs.

Spring 2000 Semester

New and continuing students arrive	January 9, Sun.
Advising and registration of new students	January 10, Mon. a.m.
Registration of continuing students and Drop/Add	January 10, Mon. p.m.
Classes begin at 8:00 a.m.	January 11, Tues.
Opening Convocation at 11:00 a.m.	January 11, Tues.
S.A.L.T.	Week of January 17
Last day to add a course	January 18, Tues.
Crossroads Kickoff Week	Week of February 14
Midterm/Last day to drop a course with a "W"	March 1, Wed.
Spring Break begins after last class (dorms close at 5:00 p.m.)	March 3, Fri.
Dorms reopen at 7:00 p.m.	March 12, Sun.
Classes resume at 8:00 a.m.	March 13, Mon.
Board of Trustees meeting	April 16-18, Thurs.-Fri.
Advising and preregistration for fall 2000	March 20-30, Mon.-Thurs.
Easter Break begins after last class (dorms close at 5:00 p.m.)	April 20, Thurs.
Dorms reopen at 7:00 p.m.	April 24, Mon.
Classes resume at 8:00 a.m. on Monday schedule	April 25, Tues.
Final Exam Study Day	May 4, Thurs.
Final examinations begin at 8:00 a.m.	May 5-6, 8-9, Fri.-Tues.
Commencement at 11:00 a.m.	May 13, Sat.

July 1999

Dear Student,

Whether you are entering Montreat College for the first time or returning for another year's study, a warm welcome to the Montreat experience! The opportunity for a great education under an outstanding faculty is yours. Here too, you can acquire ideals, strengthen character and form friendships that will last a lifetime. We believe there is no better place for your college adventure.

A strong institution with an illustrious 84-year heritage, Montreat College remains committed to academic excellence and the moral and spiritual principles which have always been among its distinguishing characteristics. Beyond the vital mastery of thinking and communication skills and competencies required for a career, you will be challenged to enlarge your horizons, deepen insights, grow in faith, increase self-knowledge and prepare for a lifetime of learning. We hope you will discover, also, your own potential for servant leadership. Montreat graduates are distinguished in many varied fields and are making their unique contributions in community, church and throughout the world. What sets Montreat apart from many other colleges is its people and its learning environment. Our faculty, administration and staff are exceptionally caring people, dedicated to serving you. We offer the best in teaching and learning within a liberal arts context and a Christian community.

Your achievements in life and acceptance as a student at Montreat are evidence that you have the potential to succeed. In deciding to attend Montreat, you commit yourself to earnest endeavor and to accept certain responsibilities. Your success depends upon you. In these pages, I believe you will find much that can help you in your student life.

I urge you to make the most of these years. We are here to help you prepare for the rest of your life. If you make the most of your opportunities at Montreat College, you will look back on your collegiate years as among the happiest and most significant years of your life.

Sincerely,

William W. Hurt
President

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CAMPUS INFORMATION

GENERAL HOURS OF OPERATION

GENERAL COLLEGE OFFICE HOURS
Monday – Friday 8:00 a.m. - 4:30 p.m

THE CAVALIER CAFE Belk Campus Center

Mon - Fri	Lunch	11:00 a.m. - 2:00 p.m.
Sun - Thurs	Dinner	6:30 p.m. - 10:00 p.m.
	Saturday Closed	

HOWERTON DINING HALL Howerton Hall

Mon,Wed,Fri	Breakfast	7:15 a.m. - 9:00 a.m.
	Lunch	11:15 a.m. - 1:15 p.m.
	Dinner	5:00 p.m. - 6:15 p.m.
Tues,Thurs	Breakfast	7:15 a.m. - 9:00 a.m.
	Lunch	11:45 a.m. - 1:15 p.m.
	Dinner	5:00 p.m. - 6:15 p.m.
Sat,Sun	Breakfast	8:00 a.m. - 9:00 a.m.
	Lunch	12:00 noon - 1:15 p.m.*
	Dinner	5:00 p.m. - 6:00 p.m.

Faculty/Staff	Guests		
$3.40	$3.55	Breakfast	$3.65
$3.90	$4.80	Lunch	$4.95
$5.05	$5.65	Dinner	$5.80

***Community Buffet Sunday Lunch - $6.35 (Guests)**
*Faculty/Staff Sunday Lunch - $5.15

L. NELSON BELL LIBRARY

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. - 11:00 p.m.

DOCUMENT CENTER Belk Campus Center
Monday - Friday 7:30 a.m. - 4:30 p.m.

College Copiers -.10 per impression
Cutting, stapling, folding, plastic binding, padding and transparencies are available for minor fees.

Outgoing college mail should be placed in the Document Center before 4:00 p.m. each day. On and off campus mail slots are available in the Belk Center lower lobby for after hours mail drops. Stamps may be purchased in the Document Center.

BELK CAMPUS CENTER LOWER LOBBY IS OPEN 24 HOURS A DAY.

MONTREAT COLLEGE BOOKSTORE
Monday - Friday 8:00 a.m. - 4:00 p.m
Saturday - Sunday Closed

GYMNASIUM HOURS
Gym hours will depend upon available workers and will be posted at the beginning of each semester.

MONTREAT PRESBYTERIAN CHURCH
Gaither Chapel
Sunday Worship 8:30 and 11:00 a.m.

Office Hours – Henry Building

Monday	8:30 a.m. - 12:00 noon
Tues-Fri	8:30 a.m. - 4:30 p.m.

MONTREAT POST OFFICE
Lobby/access to P.O. boxes - 24 hours
Service window Mon-Fri 8:30 a.m.-5:00 p.m.
Saturday 9:00 - 11:00 a.m.

STUDENT SERVICES STAFF

Name	Title	Office Location
Charlie Lance	Dean of Students	Belk Campus Center
Sandra Owen	Administrative Assistant	Belk Campus Center
Tom Oxenreider	Asst. Dean for Residence Life and Career Development	Belk Campus Center
Mike White	Howerton Hall Residence Director Intramurals Coordinator	Belk Campus Center
Jeff Sheets	Davis Hall Residence Director Director of Student Activities	Belk Campus Center
Phyllis Utley	McGregor Hall Residence Director Leadership Development	McGregor Hall
Kathleen Wince	Anderson Hall Residence Director Career Counselor	Anderson Hall L. Nelson Bell Library
Carmen Copenhaver	Counselor	McGregor Hall
Teresa Price	Director of Conference Relations	McGregor Hall
Scott Adams	Chief of Campus Police	McGregor Hall
Armon Blevins	Campus Police Officer	McGregor Hall
Darren Patton	Campus Police Officer	McGregor Hall
Linda Thompson	Nurse	McGregor Hall
Connie Bouldin	Nurse	McGregor Hall

MEDICAL INFORMATION

In cases of injury or illness:

The Health Services walk-in clinic hours are from 8:30 AM to 1:00 PM Monday through Friday. The nurses are on campus daily from 8:00 AM to 3:00 PM. They can be reached at 669-8011, ext. 5003 and found on the first floor in McGregor Hall. If an appointment is needed during non-clinic hours, call during clinic hours to schedule it in advance.

After hours: Call Health Line (828) 255-3000
Emergencies on campus: Call (828) 669-8075
Hospitals: I-40 west to exit 50-B (Hwy. 25 N). Remain in right lane following Biltmore Avenue through six (6) traffic lights.

On the left is **Mission Hospital**	509 Biltmore Ave.	(828) 255-4000
On the right is **St. Joseph Hospital**	428 Biltmore Ave.	(828) 255-3100

Sisters of Mercy Urgent Care Centers: Four locations

589 US 70 Highway, in Swannanoa
Near Exit 59, off of I-40
(828) 686-4988

Monday - Friday	9:00 AM to 6:00 PM
Saturday & Sunday	11:00 AM to 5:00 PM

1812 Hendersonville Road, in south Asheville
in the K-Mart Plaza
(828) 274-1462

Monday - Friday	8:00 AM to 8:00 PM
Saturday & Sunday	11:00 AM to 5:00 PM

Weaverville Plaza, in Weaverville
Weaverville exit off Highway 19-23 North
(828) 645-5088
Monday - Sunday 12:00 PM to 6:00 PM

8 New Leicester Highway
at corner of Patton Avenue
(828) 252-4878

Monday - Friday	8:00 AM to 8:00 PM
Saturday & Sunday	11:00 AM to 5:00 PM

Swananoa Valley Medical Center: Old US 70, Black Mountain, US 70 West through Black Mountain, about 1 mile west of town, turn right onto Old US 70. Approximately 1 mile on left.

Medical Doctors: By referral of Health Services or Athletic Staff
Dr. Leslie Cargile - Family Practice, 727 US 70 West (828) 669-4505
Dr. Holly McArthur - OB/GYN, 50 Doctor's Drive (828) 254-8887
Dr. Virginia Roberts - Swannanoa Valley Medical Center (828) 669-5478
Dr. Robert Uhren - Swannanoa Valley Medical Center (828) 669-9704
Dr. Chuck De Paolo - Blue Ridge Bone & Joint (828) 258-8800

Drug Stores:

Eckerd Drug, Hwy 9 South, Ingles Plaza (828) 669-2216

Monday - Saturday	9:00 AM to 9:00 PM
Sunday	1:00 PM to 5:00 PM

CVS, US 70, Bilo Plaza (828) 669-2992

Monday - Saturday	9:00 AM to 9:00 PM
Sunday	12:30 PM to 7:00 PM

Medicap, 1319 US Hwy 70 (828) 669-9970

Monday - Friday	9:00 AM to 6:00 PM
Saturday	9:00 AM to 1:00 PM

INTRODUCTION

The Student Handbook highlights the services, support programs, and policies designed to assist you in getting the most from your college experience. The Office of Student Services is staffed by student development professionals who are committed to student growth - physically, emotionally, socially, intellectually and spiritually.

As an educational community seeking to be Christ-centered, policies are designed to create an environment of love and concern for others. Rules are established to foster an atmosphere conducive to study and academic achievement. The Student Judiciary seeks to enforce college policies with patience and firmness directed toward redemption and restoration. Student members of the Judicial Branch are considered officers of the college while serving in this capacity.

The Student Government Association President introduces a section which contains the SGA Constitution. You are strongly encouraged to consider how you can be part of this effective organization. Your contribution is needed and the lessons learned from involvement in student government are invaluable.

STUDENT SERVICES

The Belk Campus Center

The Belk Campus Center is oriented to students' needs - social, academic, and spiritual. Major components of the building which are directly related to extracurricular activities include the mall, lounge areas, the game room, the Cavalier Cafe, and the campus store. The Belk Campus Center also contains an art studio, classrooms, and faculty offices.

Students benefit spiritually from the opportunities for individual and small group prayer and meditation provided by the prayer room. Nearby is a prayer porch overlooking a mountain stream.

The Montreat Campus Store

The campus store is located on the first floor of the Belk Campus Center. Textbooks, supplies, insignia and personal items are available for purchase at reasonable prices. Other auxiliary services are readily available through the store. Hours are posted.

Student Mailboxes/Document Center

Student mailboxes are located in the mall area of the Belk Campus Center. Packages and registered mail will be handled in the Document Center on the first floor.

Bulletin Boards

Students are encouraged to notice announcements on the bulletin boards in Howerton Dining Hall, Belk Campus Center, and the residence halls. Approval to display notices in the Belk Campus Center and Gaither Hall must be obtained from Student Services. Permission to post notices on the bulletin boards in the residence halls must be approved by the residence director.

Check Cashing Service

Check cashing privileges are available to Montreat students in the business office Monday through Friday. The maximum amount permitted for a personal check is $25. Checks for a higher amount may be accepted for merchandise in the campus store. The student's address, box number and telephone number must appear on all checks.

Students will receive a $20 penalty and a letter requesting settlement within three business days for checks returned due to insufficient funds. If the account is not settled within three business days, a hold will be placed on the student's records until both the check and the penalty have been paid. Students who have two or more returned checks will be restricted from cashing checks on campus without specific permission from the Vice President for Business.

The College Chaplain

The College Chaplain has the meaningful challenge of involving students in the spiritual life of the campus. The Chaplain advises the Student Christian Association, coordinates the weekly chapel program and is also available for individual time with students. The Chaplain's office is located on the second floor of Gaither Hall.

The Health Center

The Health Center is located on the first floor of McGregor Hall. The Health Center is open Monday through Friday 8:30 a.m. - 1:30 p.m., and 1:30 p.m. - 3:00 p.m. by appointment. Students should come to the Health Center when ill or injured. Emergency medical service is available in the evenings through the residence life staff.

The Health Center encourages and educates students to practice good health habits and adopt positive lifestyles which will help increase good health. Students are encouraged to be actively involved in making positive health choices.

The Health Center will not issue written excuses for classes missed due to illness or injury. Students should understand the absence policies set by their professors and are responsible to their professors for missed classes. The Health Center will notify the Office of Student Services of students who have prolonged illnesses or require hospitalization.

All doctor appointments should be made through the Health Center. The Health Center will refer students to specialists off-campus and will assist students in making transportation arrangements. There are charges for off-campus office visits and prescription medications.

The Counseling Center

The Counseling Center is located on the first floor of McGregor Hall and is open Monday through Friday from 9 a.m. - 4 p.m. Individual and group counseling is available for persons who are having difficulty with college adjustment, interpersonal relationships, and/or for those who have needs of a therapeutic nature. Group therapy is offered, as needed, for a variety of situations. Students are given the opportunity to participate in personal growth groups. Support groups for off-campus and older students are also available.

Drug and Alcohol Abuse Prevention Program

Montreat College encourages any student with a substance abuse and/or dependency problem to contact the college nurse and/or the college counselor. The college provides education and prevention programs concerning the use and abuse of drugs and alcohol. Confidentiality will be maintained. Support groups are available both on and off campus.

The Career Development Office

The Career Development Office is located on the second floor of the Belk Campus Center. The career library is located on the second floor of the L. Nelson Bell Library.

The Career Development Office offers career guidance through testing, individual counseling, reference/resource materials and special seminars on resumes, job interviews, networking and internet job searching. Resources include a local job network board, summer job listings and guides to professional career opportunities.

The career library holds current information on graduate schools, professional opportunities, career choices in specific majors, and other relevant career information.

In addition to these services, the Career Development Office hosts an Opportunities Dinner in the fall and a Job Fair in the spring. These special events encourage students to begin the networking process by making contacts, following up on leads and interacting with successful professionals in their fields of study and/or interest.

The Library

The L. Nelson Bell Library provides students with more than half a million volumes locally and through the Mountain College Library Network. Collections include recordings, film strips, videotapes, college catalogs, and current periodicals. The library provides computer search services and access to resources in other locations through interlibrary loan. Personal computers for student use are also available. Library hours are posted. The Hamilton Gallery is located in the library and provides spaces for student art and traveling and local exhibitions.

The Writing Center

The mission of the Writing Center is to serve the Montreat College community by assisting students to become better writers, critical thinkers, and communicators through face-to-face, telephone, and electronic consultation. reference materials, and links to Webbed writing resources (see www.montreat.edu/writing). the Writing Center is located on the second floor of the L. Nelson Bell Library next to the computer lab. Reference materials (handbooks, style manuals, dictionaries, etc.) are available for use within the computer lab area during regular library hours. Writing consultants are available at specified hours during the academic year (hours are posted each semester).

Campus Police and Safety Department

The college's Director of Campus Police and Safety oversees officers who patrol the campus Monday-Thursday from 8:00 p.m. to 6:00 a.m. as well as random patrols during the day and on the weekends. The Campus Police and Safety Department is responsible for the security of college facilities and safety of the students and staff, as well as helping to maintain a community of faith and Christian support. Montreat College Campus Police Officers are commissioned under North Carolina General Statute and have full range of police authorities granted any municipal law enforcement officer on property owned by and/or under the control of Montreat College, including adjacent streets and roadways.

All college buildings and residence halls are checked continually by the campus police to insure security and to see that they are locked each evening. The lobby of the Belk Campus Center is open 24 hours to provide an easily accessible emergency phone at any time. The campus police check this area regularly throughout the night.

The Office of Student Services provides educational programs and materials that encourage students to be responsible for their own security and the security of others. Information is provided to students through the Student Handbook, written materials and small group workshops related to the following: crime prevention, self defense, sex offense awareness, and sex offense sanctions.

In conjunction with the Montreat College Campus Police, the Town of Montreat and the Buncombe County Sheriff's Department provide police protection for the community. Through the 911 emergency phone number or 669-8072, fire, rescue, and other local police agency assistance is available in minutes.

COMMUNITY STANDARDS

Standards of Conduct

The trustees, administration, staff, faculty and students seek to be motivated by Christ's love and desire to reflect that love for each other; therefore, we are called upon to practice consideration, fair play and concern in our daily interaction with each other as an expression of our commitment to be a community under the Lordship of Jesus Christ. Love and consideration demand the deliberate consciousness of other people's feelings and an effort to neither hurt nor offend others.

Such high aspirations require frequent reviews of what Christian standards are in social as well as academic areas. They can be reached only when each person in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

An obligation to patience and the effort toward redemption is inherent in a Christian community. At the same time, the college reserves the authority to ask those members to withdraw who do not accept the delineation of college standards and who are unable to learn to live happily within the framework of its ideals. The college also reserves the right to provide information to dependent students' parents or guardians. This information will be limited to issues related to student health, safety and disciplinary or academic decisions that would jeopardize the student's ability to remain enrolled. The college reserves the right to enact an interim suspension prior to any disciplinary action when a potential threat to an individual or the community has been determined. The dean of students will determine the specifics of an interim suspension and will ensure that the due process procedures continue as described in the Student Handbook in a timely fashion.

Honor System

Life at Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for him/herself and for every other member of the college community. The failure of one person to live honorably is, in part, the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college community.

Honor Code

Under the honor code you, the student, are on your honor not to lie, cheat, steal, gamble and/or plagiarize. If you do, you are on your honor to report yourself within twenty-four hours to an employee of the college. If you see another student lying, cheating, stealing, gambling, and/or plagiarizing, you are on your honor to report him/her with the option of asking him/her to report him/herself to an employee of the college.

The honor code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the honor code. Second, you are also responsible as far as is possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system, and you are responsible for its success.

General Behavior

At Montreat College, the individual is given as much freedom in the exercise of his/her rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, who violates college regulations, or who violates state or federal laws or local ordinances, whether on or off campus. The Student Government Association is authorized by the college to handle disciplinary action through its judicial branch. The

dean of students is responsible for administrative disciplinary action in cases where the student court refers a case, the accused student requests administrative action, when the student court is not functioning, or when the victim of a sex offense case requests administrative action. Student members of the Student Government Association judicial courts are designated college officials when serving in that capacity.

A record shall be kept of all administrative and student judicial hearings. At the option of the accused or the judicial body, an audio tape recording of the proceedings may be made. Any record of student disciplinary proceedings will be made available to the accused. The results of a disciplinary action will be made available to the plaintiff only in cases of a crime of violence or sex offense. In compliance with the Family Educational Rights and Privacy Act, these are protected educational records and may not be disclosed without a court order or the consent of the students involved.

When considering a specific disciplinary action within the range of options, judicial groups are urged to consider the following:

1. Seriousness of the offense.
   - Is it a violation of the law?
   - Is it an offense directed toward others?
   - How does it compare to other offenses considered serious?
2. Frequency. Has this offense occurred in the past? How often?
3. Can willful intent be determined? Is there evidence of an unintentional action?
4. Context. What are all the factors and issues surrounding the incident?

In light of the preceding guidelines, administrative and student judicial groups may substitute fines for community service or community service for fines.

Policy for Handling Disruptive Behavior in the Library

In support of the institutional purpose and educational programs of Montreat College, the L. Nelson Bell Library will maintain an atmosphere conducive to study, research, and instruction. To ensure that such an atmosphere is maintained, the library staff will enforce this policy for handling disruptive behavior.

Jurisdiction-Administrative

Sanction- 1st Offense-Warning
2nd Offense-Removal from Library
3rd Offense-Exclusion from Library and
Disciplinary Probation

Sexual Harassment Policy

Montreat College recognizes the dignity and worth of all humanity as God's creation in His own image and therefore seeks to maintain a community free of sexual harassment. Sexual harassment is also a violation of the law and grounds for disciplinary action up to and including discharge or suspension. Further, the college does not condone solicitation or threats to bring false accusation of sexual harassment. This policy shall apply with equal force to all students, staff and faculty.

Sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related

activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or in the case of a student, used as the basis for academic decision including, but not limited to the individual's academic evaluation, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or student's academic performance, or creating an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations,

advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures.

If a student feels he or she has been sexually harassed, the matter should be brought to the dean of students. At this time, the student will be advised and assisted in how to attempt to resolve the matter. If that course fails or if the allegation is against the dean, the complaint should be put in writing and presented to the Student Grievance Committee.

Jurisdiction-Judicial Council/Dean of Students Sanction-Official Warning to Dismissal

The Family Educational Rights and Privacy Act of 1974

Montreat College grants to all students and parents of dependent students the right to inspect, to challenge, and to a degree, control the release of information in their files.

1. The request must be in writing on forms provided in the Office of Student Services. The college has 45 days to comply with each request.
2. Following access, the student (or parent) may request a hearing to challenge the contents of a record. The dean of students will arrange the time and place and notify the student (or parent) of such.
3. Except under court order, the information within a student's file will not be released without the written consent of the student. This provision excludes the custodian of the file other than directory information. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation on officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. A student who wishes to have directory information withheld must notify the registrar's office in writing by the first day of classes each semester.
4. Anyone properly looking at a student's file must put a signed explanatory form therein.
5. This Student Handbook, distributed to all students, complies with the requirement that students (or parents) be duly notified of their rights.
6. If a student believes the college has failed to comply with the Buckley Amendment and does not wish to use the college's grievance procedure to resolve a grievance, or if a student is dissatisfied with the outcome of such procedure, the student can file a written complaint with the US Department of Education, Washington, DC 20202.

Non-Discrimination / Equal Opportunity / ADA / Rehabilitation Act Compliance Policies

In compliance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs. The college will provide reasonable accommodations to the known disabilities of otherwise qualified applicants and students. Inquiries should be directed to the Office of Student Services.

Student Health Services Policy on Student Illness, Class Absences and Athletic Absences

It is the policy of the Student Health Services Office to provide written documentation of a student's visit to the Health Services Office upon request of the student. The Health Services Office does not issue written medical excuses to students for absences from class or athletic events. Students are required to get any written medical excuse from their physician and are to provide faculty with such documentation. In extreme cases, the Health Services nurse may issue a recommendation that a student be placed on bedrest (temperature over 100 degrees, persistent vomiting, persistent diarrhea, migraine headache, strong suspicion of a communicable disease). In such a case, it is still the student's responsibility to talk with his/her professor to receive instructions as to making up missed classes, assignments, or exams.

If the Health Services Office sends a resident or day student home due to a severe illness, the Health Services Office will provide that information to faculty/staff through the email system or through written documentation to the academic dean in the form of the weekly report.

Student Responsiblities:

1) The student experiencing an illness will come to the Health Services Office during normal office hours for evaluation.
2) The student will contact involved faculty members to notify them of illness.
3) If the student's illness requires him/her to see a physician, the Health Services Office personnel will make an appointment for the student or counsel the student to go to Urgent Care or their own personal physician.
4) The student is responsible for obtaining any written excuse from a physician, and for bringing it by the Health Services Office for the nurse to attach to the Health Services Medical Notice.
5) In the case of athletes experiencing illness, unless the student is placed on bedrest, the student is still expected to attend practice/game/scrimmage and observe same.
6) Students are not to call and request documentation from the Health Services Office for illnesses. Students must come by the office to be evaluated by the Student Health Services nurse. Documentation will not be given for illnesses on any day other than the one in which the student sees the nurse.

Health Services Office Responsibilities

1) Upon request of the student, the Health Services Office will issue a Health Services Medical Notice to the student for the date in which the student was seen in the office or for the date in which the student was seen by a medical doctor. The Health Services Medical Notice is not a medical excuse - it is just a notice that the student has been seen by the nurse or a physician.
2) The Health Services Office will notify involved faculty of students that have been placed on bedrest due to moderate to severe illnesses (temperature over 100 degrees, persistent vomiting, persistent diarrhea, migraine headache, and strong suspicion of communicable disease). This will be accomplished through the email system or by means of noting the student's name and date of illness on the weekly report to the academic dean.
3) As a courtesy to athletes, the Health Services Office will notify the athletic trainer of any athlete who has been sent to a physician or placed on bedrest.

AIDS / STD (Sexually Transmitted Disease) Policy

Montreat College may be faced with students and/or employees who contract AIDS, AIDS related diseases and Hepatitis B. To ensure that proper procedures are taken to protect all individuals in the campus community, including the infected person(s), a communicable disease policy has been adopted by Montreat College.
AIDS Policy: Upon becoming aware of a student who is infected with AIDS or ARC or possesses AIDS antibodies, he or she will be asked to submit to the following:

- Counseling
- Monitoring by medical personnel
- Disclosure of their condition to those with whom close contact is required, such as roommates. (He or she will be permitted to move to a private room if one is available.)

Montreat College would strive to provide appropriate information in order to instruct staff and students regarding the nature of AIDS and Hepatitis B and transmission. Effective educational efforts and the development of a Christian outlook, well in the advance of any possible crisis situation, are the best assurance that an actual crisis will be dealt with lovingly and rationally, and without panic.

Vehicle/Parking Policies

Resident students may park in any authorized marked space on campus excluding the following areas: in front of the South Carolina Home; in front of the Montreat Presbyterian Church Education Building on South Carolina Terrace; behind Gaither Hall and on Geneva Place (reserved for faculty and staff); Howerton Dining Hall lot from 8 a.m. - 5 p.m. (reserved for faculty and staff).

Off-campus students may park in any authorized, marked space excluding the following areas: in front of the South Carolina Home; behind Gaither Hall and on Geneva Place; Howerton Dining Hall lot between 8 a.m. - 5 p.m.

Jurisdiction-Administrative Sanction-Fine of $10-$25

Off-Campus Housing

Unless a student is twenty-one (21) years old or above, married, living with parents or legal guardian, or at least a junior in good academic standing, he/she will be required to live in one of the college's residence halls. Part-time and special students are not included in this requirement.

Tobacco Use Policy

A. College Tobacco Restrictions

1. The use of tobacco products is not permitted in any college building, including residence hall common areas and residents' rooms.
2. The following locations have outdoor ash trays and are the only approved smoking areas on the college campus.
   a. Wooden deck area directly in front of Howerton Dining Hall - not the commons area.
   b. The left side of the deck area directly outside of the Belk Campus Center.
   c. Benches in grass area in front of the library.
   d. Deck area in front of Davis Hall.
   e. On Texas Road, at the base of the steps leading down from Morgan Science Building.
   f. A designated area near the rear entrance to Gaither Hall.
   g. A designated area outside the college's maintenance building.
3. Littering on the campus is not permitted. This includes cigarette butts and throwing items out of windows.
   Jurisdiction-Judicial Council Sanction- 1st Offense: Warning
   2nd Offense: $25 fine and 10 hrs. community service
   3rd Offense: $50 fine and 20 hrs. community service
   Fine and community service hours doubled for each additional violation up to $200 maximum fine.

B. Additional Town of Montreat Restrictions:

1. Smoking shall be prohibited in all enclosed public places within the town of Montreat.
2. The disposal and discarding of smoking materials (including but not limited to: cigars, cigarettes, pipes, pipe tobacco, matches, lighters, lighter fluid, containers, wrappers and packaging associated therewith) is prohibited in public areas, undeveloped areas, paths, trails, sidewalks, roads, streets, and any trash/garbage receptacles which are located in these areas.
3. Penalties: A fine not to exceed $100 for a first offense, $200 for a second violation within one year, $500 for additional violations within one year. To be enforced by the Town of Montreat.

Alcohol Use Policy

All students are encouraged to consider the health risks involved in alcohol use and to seek maturity and responsibility in all of their actions and behavior. This is inclusive of the choice that students, age 21 or older, make concerning alcohol use.

The North Carolina Safe Roads Act prohibits all persons under the age 21 from purchasing, attempting to purchase, possessing or consuming alcoholic beverages. North Carolina State Law regarding alcohol states the following:

It is illegal for anyone less than 21 years of age to:
- Possess beer or unfortified wine:
Penalty - If 19 or 20 years of age, the offense will be an infraction which is an unlawful act that is not a conviction and has no legal consequences other than a fine of $25. If 18 years of age, it will be a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines.

- Purchase or attempt to purchase beer or unfortified wine:
Penalty - If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the offense will be an infraction and will carry a fine of $25. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fine, and upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age:
Penalty - If under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

- Use or attempt to use in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other.
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Permit the use of one's driver's license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol:
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Consume alcoholic beverages in any public area including city street, sidewalks, town-maintained buildings, bus or municipal parking lots, and town recreation areas:
Penalty - If convicted, this is a misdemeanor and could result in a criminal record, court costs, and restitution by performing community service.

Possession, consumption, or being under the influence of alcoholic beverages on the Montreat College campus or at college sponseredz events is prohibited, regardless of age. Being under the influence includes, but is not restricted to, offensive, disruptive, hazardous, and/or vulgar conduct during or following the consumption of an alcoholic beverage. Violation of this regulation will result in disciplinary action.

Students over the age of 21 are encouraged to use discretion and mature judgement in the event that they choose to consume alcoholic beverages. Due to the potential influence that student leaders have on fellow students, their consumption of alcoholic beverages is discouraged. However, if student leaders, age 21 or older, do choose to consume alcohol, they are expected to model responsibility and maturity.

These recommendations and regulations apply to all students, living on or off campus. Resident students are responsible for conveying these regulations to their guests while they are on the Montreat College campus. Parents

of students under the age of 21 may be notified by the Dean of Students in the event of an alcohol or drug related disciplinary action.

Educational materials, programs, and counseling treatment are available through the Health and Counseling Centers.

Jurisdiction-Judicial Council Sanction- -1st Offense: 4 weeks probation, 20 hrs. community service, required assessment by counselor.
-2nd Offense: 8 weeks or end of semester probation, 30 hrs. community service, required assessment by college counselor.
-3rd Offense: 40 hrs. community service, required assessment by college counselor, probation for two semesters up to dismissal.

Students 21 years of age or older who are found guilty of providing an alcoholic beverage to anyone under the age of 21 will be subject to dismissal from the college. Examples of "providing" include but are not limited to the following:

a. Purchasing an alcoholic beverage for someone under the age of 21.
b. Giving an alcoholic beverage to someone under the age of 21.
c. Making an alcoholic beverage available to someone under the age of 21.

A 21 year old or older student who has a guest under 21 that consumes an alcoholic beverage on or in his or her leased, rented or owned property will also be subject to dismissal.

Jurisdiction-Judicial Council Sanction-40 hrs. community service, required assessment by college counselor, probation for two semesters up to dismissal.

Possession or Use of Illegal Drugs

For health and legal reasons, possessing, consuming, and/or selling illegal drugs, on or off campus, is prohibited. Possession of drug paraphernalia, as defined by North Carolina State Law, is prohibited on and off campus. Unauthorized possession, use, distribution or sale of prescription drugs is also prohibited. Educational materials, programs, and counseling treatment are available through the Health and Counseling Centers.

North Carolina State Law regarding controlled substances states the following:

- Possession-Marijuana
Possession of less than 1 1/2 ounces of marijuana is a misdemeanor criminal offense. Conviction will result in a permanent criminal record and subject the defendant to a maximum fine of $100 and court costs. Second and subsequent convictions include imprisonment for up to 30 days and fines.

- Possession-Cocaine/Crack
Possession of cocaine in any quantity up to 28 grams is a Class I felony punishable by imprisonment up to five years and/or fine. Possession of 28 grams, but less than 200 grams is "trafficking in cocaine" and is punishable by a minimum imprisonment of seven years, up to 15 years and a minimum fine of $50,000.

- Possession-L.S.D.
Possession of any quantity of L.S.D. up to 100 dosage units is a Class I felony punishable by imprisonment for up to five years and/or fine. Possession of 100, but less than 500 dosage units of L.S.D. is "trafficking in lysergic acid diethylamide," and is punishable by a minimum seven-year imprisonment, up to 15 years and a minimum fine of $25,000.

- Possession-Methamphetamine
Possession of any quantity of methamphetamine up to 28 grams is a Class I felony punishable by imprisonment for up to five years and/or fine.

- Possession-Drug Paraphernalia

Possession of drug paraphernalia is a misdemeanor criminal offense punishable by imprisonment up to one year and/or fine up to $500. Drug paraphernalia is summarily defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing into the body, a controlled substance.

The following are examples of drug paraphernalia. This list is not totally inclusive:

scales	homemade pipes
balances	film canisters
sandwich baggies	dilutents
and their corners	bongs
roach clips	sifters
carburetor pipes	syringes
pipes using screens	spoons
water pipes	chamber pipes

Any other equipment, products, materials that can be linked directly to the usage of controlled substances.

Jurisdiction-Judicial Council

Sanction - Misdemeanor: 25 hours community service, probation for two semesters, required assessment by college counselor.
- Felony or 2nd Offense Misdemeanor: Dismissal

- Health Risks Realted to Alcohol and Illegal Drug Use

The use or abuse of alcohol and other drugs increases the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases such as AIDS, through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior toward others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including dismissal; and legal problems including imprisonment.

Weapons and Explosives

According to North Carolina Statute 14-269.2, it shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, BB gun, pellet gun, air rifle, firecrackers, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for institutional or school sanctioned ceremonial purposes. College policy prohibits the possession of paintball guns in the residence halls.

Jurisdiction-Judicial Council/Administrative

Sanction-Official warning or probation and community service to dismissal.

Chapter 558, HB 1008 of the 1993 Safe Schools Legislation prohibits the possession of certain weapons on public and private educational property. Under chapter 558, a person commits a Class 1 felony if the person possesses on educational property a gun, rifle, pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1. It is also a Class I felony to aid a person under eighteen years old to commit this offense. North Carolina's Concealed Weapons Statute continues the prohibition of any firearm on school campuses.

Jurisdiction-Administration

Sanction-Dismissal and referal to police.

Chapter 558, HB 1008 of the 1993 Safe Schools Legislation prohibits the possession of certain weapons on public and private educational property. Under chapter 558, a person commits a Class I felony if the person possesses on educational property a gun, rifle, pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1. It is also a Class I felony to aid a person under eighteen years old to commit this offense. North Carolina's Concealed Weapons Statute continues the prohibition of any firearm on school campuses.

Jurisdiction-Administration Sanction-Dismissal and referal to police.

Pornographic Material

The possession of pornographic material by students is prohibited; this includes videos, posters and magazines. Pornographic material on a computer or TV screen constitutes possession.

Jurisdiction-Judicial Council Sanction-Warning to community service and recommended counseling.

Hazing

Any type of physical (fighting) or verbal abuse, violence, punishment, humiliation, or intimidation by any student toward another is prohibited. It is also understood that abusive and profane language is not permitted and will result in disciplinary action which may include suspension from the college.

Jurisdiction-Honor Court Sanction-Warning to Dismissal

Fire Prevention and Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies, as well as to the appropriate college authority.

Jurisdiction-Judicial Council/Administrative Sanction-Warning to Referral to Police and Suspension

NC General Statute 14-286
Giving false alarms, tampering with a fire alarm or fire detection or extinguishing equipment: Punishable by up to six (6) months imprisonment and/or a fine of $500.

NC General Statute 14-66
The act or aiding in setting fire to or burning or causing to be burned personal property of any kind: Punishable by up to ten (10) years in prison and a fine.

NC General Statute 14-60
The act or aiding in setting fire to or burning or causing to be burned any building owned by a school or college (Burned is defined by charring of any part of the building. The building does not have to be destroyed): Punishable by up to thirty (30) years in prison and a fine.

Building Rooftops

All campus building rooftops are strictly off limits to all students. Students found on rooftops for any unauthorized purpose will immediately be fined $50, payable to the Business Office.

Jurisdiction-Administrative Sanction-Fine

embarrass oneself and possibly offend others. Sitting or lying in each other's laps, and prolonged hugs or kissing are examples of unacceptable behavior.

Jurisdiction-Judicial Council Sanction-Warning to Recommended Counseling

Montreat College purposes to be supportive of its students in all aspects of college life. Counseling will be made available to any student experiencing problems regarding a pregnancy or their sexuality.

Sex Offenses

Forcible and/or non-forcible sex offenses are contrary to God's teachings, are unlawful and are violent crimes subject to criminal prosecution. Non-forcible sex offenses include rape, acquaintance rape and any sex act wherein the victim is incapable of giving consent. Forcible sex offenses include rape, acquaintance rape and any sex act wherein the victim reacts with resistance. Such resistance may consist of saying "No," arguing, fighting, pleading, screaming, crying, or other behavior that indicates the respondent is saying "No!"

Sex offenses will not be tolerated at Montreat College. An alleged act of sexual aggression will be taken seriously, investigated thoroughly by the college, and the victim will be encouraged to report the offense to the local authorities. The college will give the victim the option of having the case heard by the student judicial courts or, for privacy reasons, by the Dean of Students. If found guilty, the perpetrator will face disciplinary action ranging from probation to expulsion, depending on the seriousness of the specific offense.

Jurisdiction-Judicial Council/Administrative Sanction-Probation and counseling to dismissal and referral to police.

Should an attack occur, the following reporting procedure should be followed. Do not bathe or change clothes; evidence of the attack must be documented. Report immediately to a residence director or other college official who will communicate with the proper authorities.

On- and off-campus counseling and health services will be made available to any sex offense victims. Changes in campus living accommodations may be provided as necessary. Education programs to promote awareness of rape, acquaintance rape, and other sex offenses will be planned and conducted by the Health Center and Counseling staff.

Restricted Areas

The road and area immediately behind McGregor and Anderson Halls is off limits to males at all times. Vehicle traffic is prohibited in the area behind McGregor and Anderson Halls.

The first and second floor hallways of McGregor, leading to Anderson Hall are off limits to all but the residents of those halls and their guests.

Jurisdiction-Judicial Council Sanction-Warning to Community Service

Lake Susan

This small lake located in the center of campus is primarily a beauty spot and used for boating and fishing only. Swimming and sunbathing are not allowed at the lake. Students must also stay off the lake when it is frozen. Students must not engage in throwing one another in the lake. Disciplinary action may be necessary in order to avoid injuries.

Jurisdiction-Judicial Council Sanction-Warning to Community Service

Sunbathing

Sunbathing is permitted at the swimming pool and on the athletic field. It is not allowed on the roofs of any buildings.

Jurisdiction-Judicial Council Sanction-Warning to Community Service

Dress Regulations

Reasonable discretion in clothing and appearance is required of all students. Appropriate attire is recommended to show due respect for those guests visiting campus and eating in the dining hall. Students are to refrain from wearing clothing that advertise offensive products/slogans, alcoholic beverages, and/or illegal drugs.

By action of the faculty, Bermuda-type shorts may be worn to class, chapel, convocation, but not to a designated official college function. Caps are not to be worn by male students in chapel, convocation or to a designated college function such as commencement.

Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither Hall, and the dining hall. Bathing suits may be worn only in designated areas for swimming or sunbathing. Students are also to be discreet in their choice of clothing when entertaining guests of the opposite sex in their rooms.

Jurisdiction-Judicial Council Sanction-Warning to Community Service and Counseling

Respect for College Property

Any student guilty of vandalism (deliberate destruction of property) shall be subject to disciplinary action. In every case in which his/her parents are providing financial support, they shall be informed of the offense and the action taken. Private property and buildings on or near campus not owned or supervised by the college are off limits to students unless permission has been given from the owner.

Jurisdiction-Judicial Council Sanction-Warning to Fine and Community Service

Throwing Objects

Throwing objects such as eggs that have the potential for causing harm to people or property will result in a minimum $50 fine and 25 hours of community service. If harm is caused, there will be additional disciplinary action depending on the seriousness of such harm. Snowball fights involving willing participants, using soft-packed snow, not endangering property, and not creating a clean up problem for others are excluded.

Littering

- Littering on the campus is not permitted. This includes cigarette butts and throwing items out of windows.

Jurisdiction-Judicial Council Sanction - 1st Offense: Warning
2nd Offense: $25 fine and 10 hrs. community service
3rd Offense: $50 fine and 20 hrs. community service
Fine and community service hours doubled for each additional violation up to $200 maximum fine.

Film / Video Review

Montreat College endeavors to promote spiritual, physical, intellectual and social growth for its students. One dimension of the social and intellectual programming involves the presentation of films/videos. A reviewing and recommending body consists of the Director of Student Activities, members of the Student Activities Committee and a Residence Director. This body carefully considers the moral, intellectual, spiritual, and social impact of films/videos to be shown publicly to the student body.

G and PG-rated films/videos are approved without review. PG13-rated films/videos must be approved by the reviewing body in order to be shown publicly. R-rated films/videos are not permitted for public viewing on the Montreat College campus. NC-17 and X-rated films/videos are not permitted for public or private viewing on campus. These same guidelines for the appropriateness of the film/video to be presented must be met by the residence halls, clubs, and organizations. Students are strongly urged to carefully consider the moral, intellectual, spiritual, and social impact of any films/videos to be viewed privately on or off campus.

Jurisdiction-Judicial Council Sanction-Warning or Community Service to Recommended Counseling

Montreat College campus. NC-17 and X-rated films/videos are not permitted for public or private viewing on campus. These same guidelines for the appropriateness of the film/video to be presented must be met by the residence halls, clubs, and organizations. Students are strongly urged to carefully consider the moral, intellectual, spiritual, and social impact of any films/videos to be viewed privately on or off campus.

Jurisdiction-Judicial Council Sanction-Warning or Community Service to Recommended Counseling

Student Organization Recognition

All student organizations must have a faculty or staff sponsor and be officially recognized by the college. Academic

honorary societies must be approved by the faculty and all other student interest groups approved by the Student Government Association must be recognized by the President's Cabinet.

Food Service Policies

The college is under contract with ARAMARK Management Services, Inc. for food services. All resident students are required to purchase the college dining hall food plan. ID cards are required to be shown prior to each meal. Taking utensils from the dining hall without permission is considered theft.

Each student is entitled to seconds, except on certain main course items such as meats. All portions of food are on a personal consumption basis. A student is not permitted to take food or beverages from the dining hall. Students found taking food or beverages from the dining hall will be subject to disciplinary action.

Jurisdiction-Judicial Council Sanction-Warning to Community Service

Students requesting a sick tray must make arrangements with the food service manager. Any questions and/or comments regarding the food service should be made directly to the food service manager or the Student Government Association Food Committee.

Procedures for Student Grievances

A. Academic Related Grievances
   1. A student wishing to appeal any academic decision that directly affects the student should first appeal to the faculty member or administrator making the decision.
   2. If not satisfied, an appeal may be made in writing within two weeks to either the Academic Affairs Committee or to the vice president for academics. A written response will be provided to the student within two weeks.
   3. Final appeal may be made in writing to the vice president for academics if the previous appeal was made to the Academic Affairs Committee or to the Academic Affairs Committee if the previous appeal was made to the vice president for academics. A written response will be provided to the student within seven days.

B. Disciplinary Related Grievances
   1. The appeals and due process procedures for disciplinary cases are contained in the Student Government Constitution and are printed in the Student Handbook.
   2. The Student Services Office should be contacted for assistance.

C Financial Aid Appeals
   1. A student wishing to appeal a decision or action by the Financial Aid Office which directly affects the student, should first appeal to the director of financial aid.
   2. If not satisfied, a final appeal may be made in writing within two weeks to the dean of students. A written response will be returned within seven days.
   3. The Financial Aid Appeals Committee is chaired by the dean of students and includes the vice president for advancement, vice president for business and the vice president for academics.

D. Other Student Grievances

1. A student wishing to appeal a decision by the college which directly affects the student, should first appeal to the faculty member, student group, or administrator making the decision.
2. If not satisfied, an appeal may be made in writing within two weeks to the vice president for advancement, who serves as chair of a general student grievance committee.
3. A written response will be returned within seven days.
4. Final appeal may be made directly to the president of the college in writing within seven days of any action by the committee chaired by the vice president for advancement. A written response will be returned within two weeks of the appeal.
5. Students seeking redress of their grievances are protected against any retaliation by staff, students, or faculty as a result of appeal.
6. The committee is chaired by the vice president for advancement and includes the vice president for academics, dean of students, and the chair of the Student Judicial Appeals Court.

Administrative Disciplinary Procedure

When disciplinary cases are referred to administrative jurisdiction by college policy, student government policy, an individual student court, or at the request of the student, the following procedures will be followed:

1. All academic related policy violations are referred to the Academic Affairs Committee.
2. All other college policy or civil/criminal law violations are referred to the dean of students.
3. The chair of the Academic Affairs Committee or dean of students will present written charges to the student accused of the offense.
4. If the student pleads guilty to the charge, a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours and delivered to the student charged.
5. If the student pleads not guilty, a hearing will take place within three days, and a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours of the hearing.
6. The student has the right to present evidence and witnesses to support his/her own version of the facts.
7. The student has the right to appeal the decision of the dean of students to the President's Cabinet, and a decision by the Academic Affairs Committee may be appealed to the vice president for academics within 48 hours of the decision. Appeals will be heard if they meet at least one of the following:
   a. Discovery of new evidence
   b. Violation of disciplinary procedure
   c. Inconsistency of sanction
8. The student may select any college staff, other than members of the President's Cabinet and those involved in the case, to assist in counsel at all hearings and appeals.

RESIDENCE LIFE

Welcome! From the Residence Life Staff

We're glad that you are here at Montreat College. Whether you are just starting your education, transferring from another school or continuing your education, the Residence Life staff wants you to feel at home.

Our Commitment

The goal of our residence life program is to be known for one defining characteristic--that each of us would have a servant's heart toward others.

"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the peace through the bond of peace...Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things, grow up into Him, who is the Head, that is, Christ. From Him, the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."
Ephesians 4:1-3, 14-16

Residence Life Staff

To assist residents in developing healthy self-governance, the college provides each residence hall with a residence director (RD), along with several resident assistants (RAs). The residence director lives in the apartment on the first floor. His/her selection is based on qualifications that include a model of Christian character, an ability to administer organizational programs and a pronounced interest in working with college students.

Each residence director is responsible for managing the overall operations of the residence hall, developing and supporting their staff, acting as a liaison between residents and the Student Services staff, and organizing his/her educational and social programs in the hall.

Resident assistants are selected to work with residents on each floor in the residence hall. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences which are designed to make residence living more conducive to healthy growth and development. They are selected on the basis of Christian character, ability to manage their own affairs while helping to organize the affairs of the residence hall, and a demonstrated rapport with fellow students. Resident assistants are available to help residents with personal problems and to offer guidance and support.

Living together always carries a number of responsibilities. Over the years, the Residence Life staff and Montreat College students have found the following procedures to be the best way of providing a quality living community. The Residence Life staff hopes that student experiences in the residence halls will be founded in faith, demonstrated in love, bound in peace, and evidenced in growth.

Issuance of Keys

Each resident is given a key to his/her room when he/she moves in. To receive a key, the resident must acknowledge the receipt of the key in writing. Failure to return the room key, or loss of the key, will result in a charge of up to $30 to replace the key and/or lock.

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The college is not responsible for the loss or theft of residents' personal belongings.

Residence Life Staff reserve the right to charge a $5 fine for unlocking residents' rooms with the master key.

Room Furnishings

All residence halls are furnished with single beds, chairs, desks, dressers, desk-top shelves, a bookshelf, and clothes closets. Each student must provide his/her own waste baskets, linens, blankets and pillows. Some students find it desirable to also bring a bookcase and a study lamp. Curtains or blinds are provided in each room.

Window dimensions are:

ANDERSON HALL	width 97" x height 57"
MCGREGOR HALL	width 74" x height 62"
DAVIS HALL	width 80" x height 67"
HOWERTON HALL	width 68" x height 61"

Official Breaks of the College

Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of the fall and spring semesters. There will be a $50 charge per day if a student arrives early without prior permission. Keys for rooms will not be issued prior to the official opening of the residence halls.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the dean of students will set a date and time when the residence halls must be vacated. These breaks are: Thanksgiving break, Christmas break, Spring mid-term break.

During official college breaks, all students must follow appropriate check-out procedures as posted by the staff. A $10 fine may be imposed for any improper checkout, and a $50 fine will be charged for each day a student is in a building between the official opening and closing times. Personal items may remain in the rooms, but all residents must vacate the building. Only residents with official permission may stay on campus during breaks.

Private Rooms

Private rooms will cost $500 per semester above the normal rate for a regular room. A private room is available only on the basis that such rooms exist after all students have been housed. In order to insure private room status, the appropriate form must be filed in the Residence Life Office. These forms are available on request at the end of the Fall semester and at room selection at the end of the Spring semester.

Room Changes / Consolidation

If during the first week of the fall semester a student loses his/her roommate and there are other students who have also lost their roommates, the remaining students will be asked to consolidate or they will be charged the private room rate. This creates a standard of equity for those students who are paying the private room fee.

During the transition from first to second semester, any student who does not have a roommate and is not paying the private room rate may pursue three options: 1) consolidate with another student who is without a roommate; 2) accept a new roommate at the discretion of the assistant dean for residence life; or 3) insure their private room status through paying the private room rate. The resident director of each building will provide a list of students needing roommates and will make appropriate arrangements two weeks prior to the end of the semester. Residents will be asked to sign forms stating their preference.

Renter's Insurance

Some students' valuables and belongings are covered for loss and theft by their families' home owner's insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company. The college's insurance does not cover loss due to fire, theft, etc.

Room Decorations

Realizing that residence hall rooms represent the home of the student during his/her stay at the college, students should decorate their rooms in a manner according to the Christian community in which we live. Examples of unacceptable room decorations would include potentially offensive pictures or objects, pictures of illegal drugs or alcoholic beverages, street signs, or empty alcoholic beverage containers. With such violations, the residence director will issue a warning for the removal of the material. At that time, the student must remove the material or issue an appeal to the student court.

Jurisdiction-Judicial Court Sanction-Warning to Community Service

Loft Policy

Residence hall furniture may be lofted according to designs provided by the manufacturer only.

Jurisdiction-Administrative Sanction-$50 fine plus any damage costs

Inventory Checklist

The residents of each room will sign an inventory checklist immediately after moving into their room. Any damage or missing furniture not indicated on this form will be charged to the room occupants at the room change or final checkout. Rooms must be left clean at the beginning of vacations and at the end of the year when students check out. Failure to do so will result in a fine of up to $50.

Jurisdiction-Administrative Sanction-Fine

Residence Hall Check-Out Procedures

Each student must complete a check out process prior to leaving their residence hall room. Failure to complete the check out procedure will result in a $50 fine. Check out consists of cleaning the room and cataloging any damages incurred by the resident. Students will be charged for any damages as well as failure to clean appropriately.

Students are expected to leave the residence halls 24 hours after their last exam. Halls officially close at 5:00 PM the day of the last exam. Any student staying past that time without appropriate permission will be fined $50 a day. Any student involved in graduation may stay, without charge, until 5:00 PM graduation day.

To Check Out:

1. Each resident, including graduating seniors, must schedule an appointment with their resident director or RA at least 24 hours before checking out. Sign up sheets will be posted beginning the last day of classes.
2. Prepare room for check-out by removing all stickers, posters and adhesive particles from doors, walls, windows, and furnishings. All personal belongings must be removed from the room prior to being checked out. Sweep or vacuum room, dust furniture and place all trash in proper receptacles.
3. All damage to common areas will be charged to those individuals responsible for damage. If the responsible individuals cannot be determined, then the damages may be charged to the residents of the hall.
4. All outstanding damages and fines will be charged to residents' accounts.
5. Roommates should discuss prior to checking out who is responsible for any damages. Otherwise, the damages will be divided between the roommates. If one roommate is already checked out and the damage was not discovered, the remaining roommate will be charged the full amount.
6. Report to the residence director's apartment or RA's room at the time of the scheduled check-out appointment. Please be prompt and ready to be checked out. The resident director or RA will inspect the room, collect the key, complete necessary paperwork, and make charges for any damages to the room or common area.

Important Notes:

1. Students will not be allowed access to their rooms once they have checked out.
2. Any student who fails to complete all of the check-out procedures will be fined $50.
3. Students who stay in the residence halls past their time to check out will be charged the summer conference rate per day.
4. Failure to return the room key at the time of check-out will result in a lock replacement charge.
5. Summer storage will not be available in the residence halls.
6. Collection boxes for clothes and other items will be placed in the residence hall lobby the week prior to closing the building for donation to those who have need.

Please note that if large items such as personal furniture and carpets are not removed from campus, the resident will be charged the cost of removal.

Jurisdiction-Administrative Sanction-Fine

Room Cleanliness

Periodic room inspections will be held to meet the expectations of the Health Department of North Carolina. Food stored in a room should be kept in a tightly closed container in order to keep insects and other pests out of the building. Room checks will be done by the Residence Life staff prior to official college breaks.

Room Damage and Misuse of College Property

Students will be responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Do not place posters on the walls with nails, glue or double stick foam. Putty and masking tape may be used. No nails are to be driven into the walls or woodwork for any reason. Screens are not to be removed. Do not write or draw on college property. No furniture is to be moved out of the residence hall rooms. Any damage or removal of lobby or any common area furniture will result in a fine and disciplinary action.

Jurisdiction-Administrative Sanction-Fine to Dismissal from Residence Hall

Room Entry, Search and Seizure

Recognizing that the room of each student represents his/her home, the college consistently strives to respect the element of privacy. Under certain circumstances, however, it is necessary for Montreat College staff to enter a student's room. These circumstances are as follows:

1. Regular maintenance, safety, and health inspections.
2. With reasonable suspicion, college officials may search a room of any resident student. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bath or suite, and seizure of illegal goods or stolen property. The residence director must be present to supervise the search of any student's room. Every effort will be made to contact the individual before proceeding into the student's room. At that time a list of rights and receipt for any materials taken will be given.
3. Emergencies, with no search warrant or notice given, such as:
    a) incident to and following a lawful arrest
    b) for and in pursuit of a fleeing dangerous criminal suspect
    c) under urgent necessity (i.e. persistent loud screaming, medical emergencies)
    d) necessary to prevent loss or destruction of an item to be seized

Telephones and Television

Each residence hall room is equipped with basic cable TV, Internet connection, and local phone connections at no additional cost. A personal phone must be provided by the student. Long distance service is available at the usual long distance service charge. In order to keep phone lines available for incoming calls, students may not connect to a computer on-line service through the phone line.

Please use care, consideration and judgement in regulating the residence hall lobby television. Any PG-13-rated movie must be approved by the resident director before viewing in the lobby. Satellite-type TV dish connections are not permittted in any residence hall.

Jurisdiction-Administrative Sanction-warning to $50fine

The showing of videos in residence hall lobbies is limited to approved residence hall programs. Exceptions are granted for G and PG movies. In an attempt to avoid offending members of the college community or the public.

Bulletin Boards

The resident director has the responsibility of determining what items are appropriate to be placed on the residence hall bulletin boards. All posted materials must be placed on bulletin boards only. Walls, windows, doors, etc. are off limits.

Smoking Policy

Smoking is not permitted in residence hall common areas or in any residents' rooms.

Jurisdiction-Judicial Council	Sanction-	1st Offense:	Warning
		2nd Offense:	$25 Fine and 10 hrs Community Service
		3rd Offense:	$50 Fine and 20 hrs. Fine and community service doubled for each additional violation up to $200 maximum fine

Pets

Pets of all descriptions are prohibited from the residence halls, except fish in a maximum 10-gallon aquarium.

Jurisdiction-Administrative Sanction-Warning and Removal of Pet to Community Service

Quiet Hours

In order to create an environment within the residence halls which is conducive to academic growth and rest, the residence halls are to be reasonably quiet at all times, and especially every night from 11 p.m. to 8 a.m. Twenty-four hour quiet hours begin at 11:00 p.m. the evening prior to reading day (the day prior to final exams) and continue through exams.

Jurisdiction-Judicial Council Sanction-Warning to Community Service

Kitchens

Davis, McGregor and Anderson Halls each contain kitchens that may be used by the residents. All residents who use these facilities are expected to clean up after using them.

Locking Up

For the safety and protection of the students, the residence halls will be locked at 12 midnight Sunday through

Thursday, and 1 a.m. Friday and Saturday. Campus police make periodic safety checks on hall doors throughout each night. Residents of the building may not open a locked exterior door for anyone other than guests they are hosting in the lobby or for visitation.

Fire Safety

Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in a central location on each residence hall floor. Each floor is equipped with a fire extinguisher. Open flames such as candles and open coil heaters are not permitted in the residence halls. Possession and use of halogen-type lights on campus are not permitted in any residence hall room. Extension cords are prohibited by North Carolina State Fire Code. Only multiple outlet, thermal protected power strips are permitted in residence hall rooms.

Jurisdiction-Administrative — Sanction-Warning to removal from residence hall.
Not participating in a fire drill will result in a $10 fine.
Possession of a halogen lamp will result in a $50 fine.

Fire Prevention and Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unathorized use or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate college authority.

Jurisdiction-Judicial Council/Administrative — Sanction-Warning to Referral to Police and suspension.

Hall Meetings

Periodically, each residence hall will have meetings requarding the expectations and needs of their residence hall as a community. Examples of such topics to be covered in a hall meeting would include planning hall activities, the election of representatives, and various educational events. Up to two required meetings may be called, with a three day notice, per semester. Students who fail to attend without prior approval will be fined $10. Additional mandatory meetings may be scheduled by the assistant dean if deemed in the best interest of the residence hall community.

Jurisdiction-Administrative — Sanction-Fine

Visitation

As mandated by law, the college has the responsibility to provide adequate control to insure the safety of those living in the residence halls. We also realize the residence halls are your homes and, therefore, you are entitled to a degree of privacy. In an effort to create a balance between safety and privacy for the entire community, we have adopted the following guidelines for visitation events.

Each residence hall may have up to four visitation events each week for guests of the opposite sex. The following conditions must be met:

1. There must be a 3/4 approval through a secret ballot by residents to adopt visitation days and hours.
2. The total visitation hours may not exceed 20 per residence hall per week and must be held between 6 - 11 p.m. weekdays and 2 - 11 p.m. weekends.
3. For external security reasons, there must be someone manning the desk in order to conduct visitation. If there is no one at the lobby desk, guests may not enter the halls.

4. Guests who are Montreat College students must sign in and leave a picture ID at the lobby desk. Non-student guests must also sign in, leave a picture ID, and be escorted from the point of check-in and continuously while they are in the residence hall. When any guests leave the dorm, they must sign out and note the time of departure. Non-student guests must be escorted to the point of check-out. The signing in process includes listing first and last names as well as the room in which the guest(s) will be visiting. If a Montreat College student's guests wish to change locations, they should call the lobby desk and have the desk worker make a note of the new location. **Hosts are responsible for the actions of non-student guests throughout their visit.**
5. Each visitor will enter and leave by the front lobby door.
6. Lobby restrooms are available off each residence hall lobby. Hall bathrooms in Davis may not be used by guests of the opposite sex. Suitemates in Howerton and McGregor will decide if opposite sex guests may use their shared bathroom. Roommates with a private bath will decide if guests of the opposite sex may use their bathroom.
7. Excess noise will be monitored by residence hall staff and all residents and guests must comply with any request to reduce the noise level. A second request will result in discontinuation of visitation rights that day for residents and guests involved.
8. Doors must be kept open at approximately 45 degrees when a guest of the opposite sex is present. Residence life staff monitor hallways to insure safety and policy compliance. Staff members reserve the right to enter any room which creates a reasonable level of concern. Staff members will knock and request permission to enter unless there is reasonable suspicion that someone is in danger or a college policy or law is being violated.
9. Residents are encouraged to be sensitive and considerate of their roommates when considering participation in visitation.
10. Residents are not permitted to have guests of the opposite sex in their rooms other than during an approved visitation event.

Because the breaching of any of the visitation or closed dorm guidelines is an offense to every member of a particular dorm, the penalties for such an action are as follows: Upon first offense, both the guest and the resident host will be fined $25 each or assigned 10 hours of community service and lose visitation privileges for a period of two (2) weeks. The second offense will carry the fine of $50 or 20 hours of community service for both offending parties and loss of visitation rights for four (4) weeks. Finally, a third offense will strip both parties of all visiting rights to any of the dorms for the remainder of the year, and referral of such a case to the dean for possible suspension.

Jurisdiction-Judicial Council — Sanction-Fine to loss of visitation rights and referral to Dean of Students for further action.

Visiting in Residence Hall Lobbies

The lobbies in the residence halls are open 24 hours, seven days a week. However, for a member of the opposite sex to stay in the residence hall lobbies after they are locked, the opposite sex guest must have a resident of that hall with him or her.

Jurisdiction-Judicial Council — Sanction-Warning to Community Service

Overnight Guest Policy

All guests who stay in the residence halls after closing must register with the residence director and/or resident assistant. If the guest has a car, it should be registered with Student Services as well. The resident student is responsible for his/her guest as long as he/she is staying with the student. **Only overnight guests of the same sex are permitted**. Any student who houses a guest and fails to have him/her register is subject to sanctions. All guests must conduct themselves in accordance with the college regulations. Additional information on overnight guests is available in the Office of Residence Life.

Jurisdiction-Administrative — Sanction-Warning to community service for Montreat College students-warning to referral to police for guests.

Freshman Overnight Restriction

Due to the need for new students to acclimate themselves to college life, during the first three weeks of the orientation period at the beginning of the college year, freshmen are not allowed to leave the campus for an overnight. During this orientation period, freshmen must be in their residence hall by 12 midnight Sunday through Thursday and by 1 a.m. Friday and Saturday. After the first three weeks of the orientation period, students may use their discretion in choosing the number of evenings spent away from campus.

Jurisdiction-Judicial Council Sanction-Warning to Community Service

Emergencies

All students are expected to make sure someone in the residence hall is notified when away from campus. Letting a friend or roommate know where you will be when off campus and when you plan to return allows the resident assistant to reach you in case of emergency.

Upperclass Housing
(Howerton and Davis first floors and all of McGregor Hall)

Qualifications: In order to be considered for upperclass housing, one must be at least a junior in total earned credit hours.

Where there is no one on desk duty during scheduled visitations. Guests who are Montreat College students must sign in on the hall they are visiting. Non-student guests must also sign in on the hall they are visiting and be escorted continuously while they are in the residence hall. When any guests leave the dorm, they must sign out and note the time of departure. Non-student guests must be escorted out of the residence hall. The signing in process includes listing first and last names as well as the room in which the guest(s) will be visiting. If a student's guests wish to change locations, they must sign out of the room they are visiting and sign with the new location. Hosts are responsible for the actions of non-student guests throughout their visit.

For security reasons, students are not permitted to open the lobby door for a non-student unless the student is the designated host of the non-student. Non-students must be escorted into the residence hall by a student host.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF MONTREAT COLLEGE

PREAMBLE

We, the students of Montreat College, in order to facilitate student affairs, to assume collective responsibility for our conduct, to further development in becoming responsible individuals, to foster academic excellence, and to promote moral strength within the Christian tradition, do hereby create and ordain an association of students devoted to the realization of these ends, under the authority administered through the Board of Trustees and under the ultimate authority of God.

ARTICLE I: Student Government Association

Section 1 - Name

The name of this organization shall be known as the Student Government Association of Montreat College, hereinafter referred to as the SGA.

Section 2 - Membership

The membership shall consist of every full-time student of the college who by completing his/her registration shall indicate his/her acceptance of its privileges and responsibilities.

ARTICLE II: Supremacy and Purpose

Section 1 - Supremacy

The SGA shall understand that the President and the Board of Trustees of the College have the ultimate authority in all matters governing Montreat College.

Section 2 - Purpose

1. To provide a sound democratic student government as a participant in the decision-making processes of college life.
2. To promote the welfare of the student community by providing an avenue for student expression, social interaction, cultural awareness, and student services.
3. To provide a forum for the free discussion of issues which concern the student body.
4. To make recommendations to the administration and/or faculty concerning areas outside student control.
5. The SGA shall be the primary governing body to advocate student rights and to promote the general welfare of all students.
6. To represent student opinion to the trustees, administration, alumni, faculty, and staff.
7. To cooperate with the administration in setting and maintaining credible standards of living in all phases of college life.

ARTICLE III: Advisors

Section 1 - SGA Advisors

Two official non-voting advisors serving alternating two-year terms to the SGA Executive and Legislature shall be nominated by the SGA Executive Committee from among the members of the faculty, administration, or administrative staff. They shall be elected by a majority vote of the SGA Legislature at their first or second meeting of the academic year. At least one advisor is expected to be present at all SGA Executive and Legislature meetings.

Section 2 - Resource Advisor
One ex-officio, non-voting staff from the Student Services Office is the liaison between the administration and SGA. He/she will be nominated each year by the SGA Executive Committee and elected by a fifty percent plus one majority vote of SGA Legislature by their second meeting of the academic year. At the discretion of any SGA standing committee, the resource advisor may be present.

ARTICLE IV: SGA Executive

Section 1 - Membership
The members of the Executive Committee of the SGA shall be the president, vice president, secretary/treasurer, the senior, junior, sophomore, and freshman class presidents, the senior associate justice, the student activities chair, and the off-campus representative. The SGA advisors and the resource advisor are considered non-voting members of this committee.

Section 2 - Duties of the Executive Committee
1. To attend all meetings of the SGA
2. To fill all vacancies in the membership of the SGA Legislature when deemed necessary.
3. To prepare advisory reports for the Legislature's consideration and to make recommendations for new legislation, clarify desirable changes in existing legislation, and prepare an agenda for the next SGA meeting.
4. To require that all presidents of clubs and organizations send a representative (preferably the president of that organization/club) to the SGA Legislature as a non-voting member. Organization/ club representatives shall also present a biannual report regarding the status of their organization/ club to the Legislature.
5. To meet at least once every two weeks, and more often when deemed necessary. This meeting is considered a closed session, except for persons stated specifically above in Section 1. Executive reserves the right to invite non-members when deemed necessary.
6. To take appropriate action on those SGA legislators who are in violation of the attendance policy.
7. To revise the constitution when deemed necessary.
8. To appoint any temporary committees as deemed necessary.

Section 3 - Duties of SGA President
1. To call and preside over all meetings of the SGA Executive and the Legislature.
2. To serve as Chair of the Executive Committee
3. To serve as the official representative of the student body.
4. To conduct orientation meetings each fall and spring for newly-elected members.
5. To appoint any temporary committees as deemed necessary.
6. To serve as a member of the Board of Trustees Executive and Student Life Committees.
7. To make recommendations for student representatives and/or nominees to the administration, faculty, and board committees as approved by the Director of Student Activities.
8. The president can cast a vote with the minority when it will produce a tie vote and thus cause a motion to fail, however the president may not vote at any other time.

Section 4 - Duties of SGA Vice President
1. To perform all duties of the president in his/her absence.
2. To serve on the SGA Executive Committee.
3. To serve as chair of the Elections Committee.
4. To serve as chair of the Food Committee.
5. To serve as chair of the Relations Committee.
6. To serve as parliamentarian.
7. To provide, in conjunction with the SCA president, a prayer breakfast or dinner when feasible.

Section 5 - Duties of SGA Secretary/Treasurer

1. To keep the minutes of all meetings of the SGA Executive and Legislature and post typed copies of the SGA Legislature meeting within forty-eight hours following each meeting.
2. To submit copies of the minutes to the Executive Committee of the SGA, dean of students and president of the college.
3. To keep records of the SGA Legislature members who are absent and notify the Executive Committee of absences numbering two (2) or more.
4. To serve on the SGA Executive Committee.
5. To serve as chair of the Student Budget Advisory Committee.
6. To attend to the correspondence and clerical work of the SGA Executive and SGA Legislature.
7. To submit a written financial statement to the SGA Legislature of accounts of all student organizations receiving allocations through the college. Give a financial report in December and in May to the SGA Legislature.
8. To receive and file reports from the Honor Court and each Judicial Council monthly.
9. To meet with all SGA chartered organization secretaries and treasurers when deemed necessary.
10. To publish a bimonthly SGA newsletter entitled "Connextions" to be distributed to the student body, faculty, staff and administration.

Section 6 - Duties of Senior Class President

1. To serve on the SGA Executive Committee. On the SGA Legislature. All qualifications and duties of these members have been mentioned within the article concerning the Executive Committee.
2. To serve as chair of any special class programs in conjunction with the student activities chair.
3. To serve as co-chair of the Teacher Appreciation Committee.
4. To serve on, or chair, any temporary committee appointed by the SGA president.
5. To conduct a class meeting on a regular basis.
6. To hold a class meeting during the third week of the academic year for the election of the class vice president and class member-at-large.
7. Designate duties among his/her officers.
8. Serve as facilitator for the class which he/she represents to the SGA.
9. Shall instigate action on behalf of the class officers.

Section 7 - Duties of Junior Class President

1. To serve on the SGA Executive Committee.
2. To serve on, or chair, any temporary committee appointed by the SGA president.
3. To serve as chair of any special class programs in conjunction with the student activities chair.
4. To serve as co-chair of the Teacher Appreciation Committee.
5. To conduct a class meeting on a regular basis.
6. To hold a class meeting during the third week of the academic year for the election of the class vice president and class member- at-large.
7. Designate duties among his/her officers.
8. Serve as facilitator for the class which he/she represents to the SGA.
9. Shall instigate action on behalf of the class officers.

Section 8 - Duties of Sophomore Class President

1. To serve on the SGA Executive Committee.
2. To serve as chair of the Health Committee.
3. To serve as chair of any special class programs in conjunction with the activities chair.
4. To conduct a class meeting on a regular basis.
5. To hold a class meeting during the third week of the academic year for the election of the class vice president and member-at-large.
6. Designate duties among his/her officers.
7. Serve as a facilitator for the class which he/she represents to the SGA.
8. Shall instigate action on behalf of the class officers.

Section 9 - Duties of Freshman Class President

1. To serve on the SGA Executive Committee.
2. To serve as chair of any special class programs in conjunction with the student activities chair.
3. To conduct a class meeting on a regular basis.
4. To hold a class meeting during the third week for the election of the class vice president and class member-at-large.
5. Designate duties among his/her officers.
6. Serve as a facilitator for the class which he/she represents to the SGA.
7. Shall instigate action on behalf of the class officers.

Section 10 - Duties of Student Activities Chair

1. To serve on the SGA Executive Committee.
2. To work closely with the director of student activities in sharing and carrying out the planning and executing of activities on campus.
3. To conduct a Student Activities Committee meeting of an elected representative from each residence hall (one representative for activities and one representative for intramurals), and all other members of the student body to form subcommittees to help with advance planning for student activities and the intramurals program.
4. To delegate jobs of publicity and special emphasis weekends to various members.
5. To select representatives of the residence halls and members of the student body and form subcommittees to help with advance planning for student activities and the intramural program.
6. To always be open to ideas from students, faculty, and administration to enrich the activities.
7. To serve on the Campus Life Committee of the faculty.
8. To serve as a member of the Student Budget Advisory Committee.

Section 11 - Duties of Senior Associate Justice

1. To serve on the SGA Executive Committee.
2. To facilitate needs and concerns from the judicial system to the SGA.
3. Shall instigate action on behalf of the judicial system.
4. Serve on committees as designated by the SGA president or Executive Committee.
5. Perform all other duties vested within him/her as senior associate justice.
6. To serve as chair over the judicial system. The senior associate justice reserves the right to sit in on any judicial proceedings, to ensure due process, as a non-voting member. All communication, during observation, must be in writing and directed toward the chair or SGA Executive representative.

Section 12 - Stipend

1.5% of the Student Activities budget shall be set aside as a stipend for the president, vice president, and secretary/treasurer of the Student Government Association. Distribution shall be determined annually by the Executive Committee. This stipend shall neither be increased nor decreased during his/her term of office.

Section 13 - Parliamentary Procedure/Quorum

1. Shall a point of urgency arise, the SGA president may suspend consensus guidelines. Robert's Rules of Order, Newly Revised shall serve as temporary parliamentary authority. However, it shall not take precedence over this constitution. Points of urgency shall not carry over to the next Executive meeting.
   a. Interpretation of all parliamentary procedure shall be the responsibility of the SGA vice president.
   b. A quorum shall consist of three fourths of the total membership of the SGA Executive, with at least one SGA advisor present. A quorum must be present in order to conduct business.
2. Issues brought before Executive shall be discussed in full then tabled until the next Executive meeting.
3. All information is considered highly confidential. However, in the event that the Executive Committee feels more opinion is needed, the issue shall be raised for debate at the next Legislative meeting and returned to Executive Committee.

4. At the next Executive meeting, the issue shall be brought from the table by the president and discussion shall again be open.
5. All members shall move towards, against or refrain from blocking consensus in good faith of their constituents' minds and general welfare of Montreat College's ideals.
6. Any member may be asked why they are preventing an idea from proceeding while that idea is being discussed.
7. Elections within Executive Committee shall proceed by majority as called for within this constitution. All election results stay until consensus has been reached, regardless of urgency.

Section 14 - Vacancies and Succession

I. If, for any reason, a vacancy occurs in the office of the SGA president, the vice president shall automatically assume the responsibilities and position of the office of the SGA president.
2. If, for any reason, a vacancy occurs in the positions of vice president or secretary/treasurer, the Legislature shall nominate and appoint persons to assume the responsibilities of these positions. All qualifications will still need to be met from within this constitutuion. Persons elected to fill these offices can hold no other office in the SGA.
3. If, for any reason, a vacancy occurs in the position of a class president, the elected class vice president will assume the responsibilities and position of the class presidency. In this case, the position of vice president of the class will be open for nominations from the class.
4. If, for any reason, a vacancy occurs in the position of student activities chair, the Student Activities Committee will nominate an individual to the SGA. The individual must have a two-thirds (2/3) approval of the SGA Executive and Legislature.
5. Upon the absence of an SGA member to the SGA Executive Committee, that member has forfeited his/her right for representation for that meeting.

Section 15 - Attendance Policy

Executive Committee members can miss only two Executive Committee meetings per semester unexcused. Excused absences must be cleared through the SGA president, vice president or the secretary/treasurer before the time of the meeting.

ARTICLE V: SGA Legislature

Section 1 - Membership

The members of the SGA Legislature shall be composed of the SGA president, SGA vice president, SGA secretary/treasurer, senior associate justice, class presidents, class vice presidents, class members-at-large, residence hall presidents, SCA president, student activities chair, honor court chair, judicial council chair, and off-campus student representative, as voting members. Representatives of all SGA recognized clubs and organizations shall be non-voting members.

Section 2 - Duties of the Legislature

To make recommendations for new legislation and changes in the existing legislation.

Section 3 - Duties of the Executive Members to Legislature

The members of the SGA Executive Committee shall also serve as voting members and duties of these members have been mentioned within the article concerning the Executive Committee.

Section 4 - Duties of Off-Campus Student Representative

1. To report the needs and concerns of the off-campus students to the SGA.
2. To have off-campus student meetings on a regular basis.

Section 5 - Duties of Residence Hall Presidents

1. To report any problems and morale of their respective residence hall to the SGA.
2. To be responsible for conducting special programs such as Adopt-A-Family within the residence hall.
3. The residence hall president will be elected by the hall residents.

Section 6 - Duties of Class Vice Presidents

1. To preside in the absence of the class president during class meetings.
2. To perform duties assigned by the class president.
3. Serve on committees as designated by the SGA president or Executive Committee.
4. Keep accurate records of each class meeting.
5. Distribute all necessary records to fellow class officers.

Section 7 - Duties of Class Members-At-Large

1. To attend all official class meetings.
2. Perform duties designated by the class president.
3. Serve on committees as designated by the SGA president or Executive Committee.
4. To serve on the SGA Legislature.

Section 8 - Duties of Student Christian Association President

1. To serve on the SGA Legislature.
2. To facilitate needs and concerns from the Student Christian Association to the SGA.
3. Shall instigate action on behalf of the Student Christian Association.
4. Shall serve on committees as designated by the SGA president or Executive Committee.
5. Perform all other duties vested within him/her as president of the Student Christian Association.

Section 9 - Duties of Appeals Chair

1. To serve on SGA Legislature.
2. To facilitate needs and concerns from the appeals court to the SGA.
3. Shall instigate action on behalf of the appeals court.
4. Shall serve on committees as designated by the SGA president or Executive Committee.
5. Perform all other duties vested within him/her as appeals court chair.

Section 10 - Duties of the Honor Court Chair

1. To serve on the SGA Legislature.
2. To facilitate needs and concerns from the honor court to the SGA.
3. Shall instigate action on behalf of the honor court.
4. Serve on committees as designated by the SGA president or Executive Committee.
5. Perform all other duties vested within him/her as honor court chair (see Article V, Sectin 5, Subsection C).

Section 11 - Duties of the Judicial Council Chair

1. To serve on the SGA Legislature.
2. To facilitate needs and concerns from judicial council to the SGA.
3. Shall instigate action on behalf of the judicial council.
4. Serve on committees as designated by the SGA president or Executive Committee.
5. Perform all other duties vested within him/her as judicial council chair.

Section 12-Standing Committees

1. The Relations Committee shall be chaired by the SGA vice president and composed of at least six members of the student body. The senior class vice president shall serve on this committee. The committee will explore internal and external avenues of student communication. This committee will make recommendations to the SGA and implement ideas concerning student relations.
2. The Student Budget Advisory Committee (SBAC) shall be chaired by the SGA secretary/treasurer and composed of the SGA president, student activities chair, and an appointed member of the student body. The SBAC shall work with the director of student activities in evaluation of budgets submitted by all organizations, publish the appropriations of the funds which apply to the student activities, determine the wishes of the student body with regard to the spending of these funds, and distribute its proposed budget to the Legislature before the last three weeks of the current school year. Explanations of any budget changes must also be presented to the SGA Legislature.
3. The Student Activities Committee shall be composed of a chair elected by the student body, a vice chair selected by the student activities chair, elected representatives from each residence hall, and a representative from the off-campus students. All full-time enrolled students of Montreat College are considered members of the committee; and all faculty, administration, and administrative staff are members. Recipients of leadership scholarships, residence hall representatives for activities, residence hall representatives for intramurals, are required to attend and participate. The The committee's purpose shall be to organize subcommittees to plan social, recreational, cultural, and educational programs for the Montreat College community.
4. The Food Committee shall be chaired by the SGA vice president and composed of a select number of students from each class, with the director of student activities serving as the advisor. The junior class vice president shall serve on this committee. Either the dean of students or director of student activities must be present in the event of voting. The Food Committee shall examine complaints and/or suggestions concerning the betterment of meals and the sanitary conditions of the dining hall and Cavalier Café.
5. The Student Health Committee shall be chaired by the sophomore class vice president and composed of three (3) members of the student body and the college nurse shall serve as advisor. This committee shall promote personal, social, and environmental factors that lead to the good health of students as well as others. This committee shall recommend or sponsor health education programs and blood drives in conjunction with the college nurse.

Section 13 - Ad-Hoc Committees

These committees shall be appointed by the SGA President when deemed necessary.

Section 14 - Joint Faculty/Administration and Student Committees

The SGA has a student representative serving on the following committees:

1. Faculty Committees: Academic Affairs, Administrative, Admissions, Athletic Advisory, Campus Life, Learning Resources/Library, Professional Growth, Retention, Spiritual Life, Teaching and Learning, and Teacher Education.
2. Board of Trustees Committees: Academic Affairs, Buildings and Grounds, Development, Executive, Finance, and Student Life. The student representatives chosen for these committees are appointed and approved by the SGA Executive and the SGA Legislature.

Section 15 - SGA Chartered Organizations

1. Organizations of students may be recognized by the SGA through the process of chartering. To charter an organization, the interested group of individuals must submit a charter to the SGA Executive Committee for approval. Upon a two-thirds (2/3) approval in Executive, it will be sent to the Legislature for a two-thirds (2/3) approval. Upon this approval, it will be recognized as a SGA chartered organization. It is recommended that a SGA member serve as an advisor to this process.
2. An organization must be recognized by the SGA through a charter to be eligible for receiving any student activities funds. The organization must submit a budget proposal at the designated times, set forth by the Student Budget Advisory Committee.

3. There should be an official non-voting advisor to SGA chartered organizations which shall be selected from among the members of the faculty, administration or administrative staff. Such advisors shall participate in official meetings at the discretion of the organizations by whom they are chosen.
4. The SGA strongly encourages SGA chartered organizations to send a representative to the SGA Legislature meetings, increasing communication within the internal network of the SGA and thus will be noted within the allocation of student activities funds.
5. The SGA reserves the right to re-examine a SGA chartered organization for failure to abide by the organization's charter for any reason. In order for an organization to be de-chartered, the SGA Executive and Legislature both must have a two-thirds (2/3) vote for approval of de-chartering.

Section 16 - Attendance Policy

All voting members of the SGA Legislature will attend each meeting of the SGA Legislature unless for a legitimate reason he/she is unable to do so, in which case he/she is to send a representative from his/her organization. All chartered organizations and clubs shall send a designated officer from his/her organization/club as a non-voting representative. Each member is allowed one excused absence (i.e. no representative is sent) if they inform a member of SGA Executive before the time of the meeting. Any member who is not represented at two meetings during a semester will be required to resign. Any member who is absent from three meetings during a semester, whether represented or not, will be required to resign the position he/she holds. However, any case may be reviewed by the Executive Committee. Executive Committee members can only miss two Executive Committee meetings.

Section 17 - Parliamentary Procedure/Quorum

1. Robert's Rules of Order shall serve as the parliamentary authority in all the Legislature meetings. However, it shall not take precedence over this constitution.
2. Interpretation of all parliamentary procedure shall be the responsibility of the SGA vice president.
3. A quorum shall consist of three-fourths (3/4) of the total membership of the SGA Legislature, with at least one SGA advisor present. A quorum must be present in order to transact business.

ARTICLE VI: Judicial Branch

Section 1 - The Honor System Purpose, Membership, and Duties

Subsection A - Purpose

Montreat College is firmly committed to the principles of honor. The honor system is based upon principles that a spirit of trust should pervade all aspects of student life. Its essence is that each student's word can be trusted and that any violation of a student's word is an offense against the community.

Subsection B - Membership and Duties

Membership in the student body signifies a student's commitment to the honor system. It is the responsibility of every student to act honorably in all phases of student life, to understand the rights and responsibilities under the honor system, and to preserve the integrity of the honor system.

Section 2 - Ethics

The following code of ethics for the judicial council, appeals court, and honor court members is set forth as a proper guide and as an indication of what the college expects from its members of the judicial branch.

1. The official and public behavior of any member of the judicial branch shall be beyond reproach and free from impropriety or appearance of impropriety.
2. No member shall mention, comment on, or discuss the case in any manner except when the board or council is sitting to consider the case.
3. With the exception of the chair, each member should refrain from learning about the case.
4. A member shall not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor of apprehension of unjust criticism.
5. A member shall disqualify him/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment.
6. When considering a case, a member shall bear in mind that she/he is deciding whether a particular regulation or statute has been violated. A member, however, should consider the welfare of the individual and the integrity of the college community in setting the sanctions to be imposed.

7. Violations of this code of ethics should be reported to the Judicial Review Board.

Section 3 - Honor Code Violations

Subsection A - Felonies

1. Cases concerning charges which give rise to criminal felony charges in local, state or federal courts may be directed to the dean of students by either the appropriate student court or the accused. The dean of students will either hear the case administratively or delay any hearing pending the outcome of criminal proceedings.

Subsection B - Cheating includes, but is not limited to:

1. Providing or receiving unauthorized assistance in academic endeavors (e.g. quizzes, tests, reports, or term papers).
2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
3. The use, without permission, of tests, other academic material belonging to a member of the college faculty or staff.

Subsection C - Plagiarism includes, but is not limited to:

1. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without complete acknowledgement of the source.
2. The unacknowledged use of materials prepared by another person or agency providing term papers or other academic materials.
3. The unacknowledged use of any portion of a computer algorithm or data file.
4. When faced with conflicting definitions of plagiarism during a case, the council shall adopt the definition set forth by the department/instructor involved in the case.

Subsection D - Stealing includes, but is not limited to:

1. The unauthorized taking, misappropriation, or possession of any property owned by, belonging to, or maintained by the college, an organization, or other individual.
2. The possession, retention, or disposal of stolen property.

Subsection E - Deception includes, but is not limited to:

1. Any false or deceiving representation and any attempt to avoid meeting the stated course requirements.
2. False statements to avoid taking examinations or turning in assignments at the scheduled times.
   a) Submitting falsified, invented, or fictitious data or evidence.
   b) Concealing or distorting the true nature, origin, or function of data or evidence.

Subsection F - Academic Misconduct includes, but is not limited to:

1. Tampering with grades.
2. Taking part in obtaining or distributing any part of an unadministered exercise.
3. Any attempt to gain access to or aid another in gaining access to any computer account other than one's own without proper authorization.
4. Any attempt to gain access to or aid another in gaining access to, without proper authorization, department offices, faculty offices, laboratories, or any place where unadministered academic exercises are kept.

Subsection G - Hazing includes, but is not limited to:

1. Any type of physical or verbal abuse.
2. Violence, punishment, humiliation, or intimidation by another student.

Subsection H - Contempt of court includes, but is not limited to:

1. Instances of perjury (knowingly giving false testimony) in any branch of the judicial system.
2. Acts which obstruct a judicial action or procedure.
3. Failure to comply with sanctions imposed by any court of the judicial branch.

Section 4 - Sanctions

Judicial courts may impose the following sanctions:

1. Alcohol Education Class (supervised by the Counseling Center)
2. Official Reprimand

An incident may be considered to be one of thoughtlessness on the part of a student. The official reprimand is a written notification to a student indicating that he/she has been found guilty of a violation and that any other violations of college regulations for which the student is found guilty will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further action will be taken, which may include suspension. The official reprimand normally remains in effect for one full academic year. If there are no additional violations during that year, the official reprimand will be removed from the student's record.

3. Community Service Hours/Restitution Community Service Hours
   Community service hours are intended to benefit the individual and the campus. Those not wishing to perform community service hours will be given a sanctioning option. If the student does not complete the assigned community service hours by the required date, the student's grades will be withheld until verification of the completion of the hours is provided.
4. Referral for Counseling or Assessment
   If, in the opinion of the hearing body or officials of the college, a student's involvement in a disciplinary situation will be best served by counseling, the student may be required to attend counseling sessions with a member of the Montreat College Counseling Center.
5. Reimbursement
   Damage to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.
6. Disciplinary Probation
   A probationary status is imposed for a specific time period, during which a student is expected to show a positive change in behavior. Furthermore, if the student does not meet any special stipulations associated with the probationary standing or if he/she is found guilty of violating any other rule, regulation or law, he/she may be suspended from the college.
7. Recommendations to Judicial Review Board to impose the following sanctions on behalf of the college administration.
   a) Loss of Housing Privileges
   A student may lose his/her privilege of residing in college housing as part of an imposed sanction.
   b) Disciplinary Suspension
   The removal of a student from the college which permits the student to return after the period of sentencing. While a student is suspended, he/she is not to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the dean of students. If the student returns to campus without written permission during the time period for which he/she is suspended, his/her eligibiity to return to Montreat College in the future may be threatened.
   c) Disciplinary Expulsion
   The removal of a student from the college for the remainder of the academic year. While a student is expelled, he/she is not to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the dean of students and must vacate the campus within twenty-four (24) hours of the final decision.

Section 5 - Honor Court

Subsection A - Purpose

1. To promote the honor system within the college community.
2. To bring to the attention of the dean of students practices which encourage violations of that system.
3. To receive reports of alleged violations.
4. To hold hearings and render decisions on the charges in accordance with the constitution and the student handbook.
5. To act as a substitute judicial council when judicial council case load becomes overloaded and the chair of the judicial council requests the transfer of a case.

Subsection B - Qualifications

1. Officers must have attended Montreat College the two previous semesters.
2. Council members must have a 2.0 cumulative college QPA or pervious semester average of 3.0.
3. Freshmen are to be elected in the fall.
4. All other qualifications within this constitution must be met.
5. To avoid conflicts of interest, resident assistants shall not serve in the student judicial system.

Subsection C - Membership and Duties

1. Chair
   a) To insure legitimacy of charges prior to delivering charges to the accused..
   b) To call and preside over all meetings of the honor court.
   c) To inform the defendant of the nature and seriousness of the charges brought against him/her.
   d) To report the decision of the council to both the plaintiff and the defendant.
   e) To present a monthly statement to SGA Legislature detailing the number, types of cases handled and decisions rendered on each case.
   f) To be non-voting except as a tie-breaking vote.
   g) To serve on SGA Legislature.
2. Vice Chair
   a) Notify, in writing, the plaintiff and the defendant of the time and place of the hearing.
   b) To perform all the duties of the chair in his/her absence.
   c) To inform the defendant of his/her rights.
   d) To assist the chair in any way requested by the chair
3. Secretary
   a) To notify all members of the council of the time and place of meeting at least three (3) days in advance of the case.
   b) To record in detail all discussions and decisions pertaining to each case.
   c) To keep a permanent record of all cases handled by the honor court with the dean of students.
   d) To keep a taped record of all cases appearing before the honor court. These tapes are to be maintained by the dean of students for a period of four (4) years.
   e) To submit, in writing, to the dean of students, the SGA president, the SGA secretary/treasurer, plaintiff and defendant copies of the decisions of the honor court within forty-eight (48) hours of the meeting at which they are made.
   f) Shall be a voting member.
4. Class Representative
   a) One elected member from each class.
   b) To hear and vote on each case appearing before the council.
   c) To assist the officers in any way deemed necessary.
5. Advisor
   a) One (1) faculty member elected by the council during their first meeting of the academic year.
   b) To sit and hear all cases brought before the honor court.
   c) To serve as resource advisor for the council.
   d) Shall be non-voting member.
   e) He/she may not be an advisor to any other student judicial court.

Subsection D - Meetings

1. Informal Meetings
   a) Shall be held at least once a month.
   b) The purpose of these meetings shall be:
      1) Update members on the happenings of SGA Legislature.
      2) Discuss ideas for the chair to take to SGA Legislature.
      3) Any other business not related to a particular case.
2. Case Meetings
   a) To be held as the need arises.
   b) The purpose of these meetings shall be:
      1) Hear cases brought before the honor court.
      2) Render a verdict on each case appearing before the honor court.
      3) Impose sanctions against guilty party or parties appearing before the honor court.

Section 6 - The Judicial Council

Subsection A - Purpose

1. To hear all cases concerning violations of the college regulations, excluding honor code violations.
2. To hear all cases concerning violations of civil law, whether on or off campus.
3. To bring to the attention of the dean of students practices which encourage violations of the

handbook and/or residence hall violations.

4. To hold hearings and render decisions on the charges in accordance with the constitution and the student handbook.
5. To act as substitute honor court when honor court case load becomes overloaded and the chair of the honor court requests the transfer of a case.

Subsection B - Qualifications

1. Officers must have attended Montreat the two previous semesters.
2. Council members must have a 2.0 cumulative college QPA or previous semester average of 3.0
3. All other qualifications within this constitution must be met.
4. To avoid conflicts of interest, resident assistants shall not serve in the student judicial system.

Subsection C - Membership and Duties

1. Chair
   a) To insure legitimacy of charges prior to delivering charges to the accused.
   b) To preside over all meetings of the Judicial Council.
   c) To inform the defendant of the seriousness of the charges brought against him/her.
   d) To report the decision of the council to the plaintiff and the defendant.
   e) To present a monthly report to the SGA Legislature, outlining the seriousness of the violations and the decisions rendered.
   f) Shall be non-voting except as a tie-breaking vote.
   g) Shall serve on SGA Legislature.
2. Vice Chair
   a) To perform all the duties of the chair in his/her absence.
   b) To inform the defendant of his/her rights.
   c) To assist the chair in any way he/she so requests.
3. Secretary
   a) To record in detail all discussions and decisions pertaining to each case.
   b) To keep a permanent record of all cases handled by the Judicial Council with the dean of students.
   c) To keep a taped record of all cases appearing before the Judicial Council. These tapes are to be maintained by the dean of students for a period of four (4) years.
   d) To submit, in writing, to the dean of students, the SGA president, the SGA secretary/treasurer, plaintiff and defendant copies of the decisions of the Judicial Council within forty-eight (48) hours of the meeting at which they are made.
4. Council Members
   a) Each residence hall and the off-campus students are guaranteed one (1) seat on the Judicial Council. Every dorm will have a seat for up to the first sixty (60) students and then would gain one additional seat for every sixty (60) students thereafter. The Office of Student Services shall note enrollment and notify the resident director of each group as the number of council members they are to elect.
5. Advisors
   a) One (1) faculty member to be elected by the council at their first meeting of the academic year.
   b) To sit and hear all cases appearing before the Judicial Council.
   c) To serve as resource advisors for the council.
   d) Shall be non-voting members.
   e) Neither may be an advisor to any other student judicial court.

Subsection D - Meetings

1. Scheduled meeting once a week as necessary.
2. The purpose of these meetings shall be to:
   a) Hear cases brought before the Judicial Council.
   b) Render a verdict on each case appearing before the Judicial Council.
   c) Impose sanctions against the guilty party or parties appearing before the Judicial Council.
   d) Information sharing:
      1) Update members on SGA activities.
      2) Discuss ideas for chair to take to SGA.
      3) Any other discussion not related to a particular case.

Section 7 Appeals Court

Subsection A - Purpose

1. To review all written appeals brought before the court and determine if the appeal warrants a retrial.
2. To hold hearings in which the granted appeal is retried and render decisions on the charges in accordance with the constitution and the student handbook.
3. Appeals court shall not be empowered to impose sanctions. They may only uphold or overturn the lower court's decisions.
4. The decisions of the appeals court may be made available to the other courts as precedent. All references to persons involved in the situation will be deleted from those decisions so as to protect the privacy of the accused.

Subsection B - Qualifications

1. Chair
   a) Must be a senior and attended Montreat for the two previous semesters.
   b) Must have at least a 2.75 cumulative QPA.
2. Vice Chair
   a) Must be either a junior or senior and attended Montreat for the two previous semesters.
   b) Must have at least a 2.0 cumulative QPA or previous semester average of 3.0
3. To avoid conflicts of interest, resident assistants shall not serve in the student judicial system.

Subsection C - Membership and Duties

1. Chair
   a) To call and preside over all meetings of the appeals court.
   b) To gather all information pertinent to an appeal hearing.
   c) To report the decision of the court to both the plaintiff and the defendant.
   d) To serve on SGA Legislature.
2. Vice Chair
   a) There shall be two vice chairs.
   b) To assist the chair as requested.
   c) One vice chair shall be appointed by the chair to serve as secretary to the court.
3. Secretary
   a) To notify all members of the court of the place and time of meetings at least three days in advance of the case.
   b) To record in detail all discussions and decisions pertaining to each case.
   c) To keep a permanent record, with the dean of students, of all cases heard by the appeals court.
   d) To keep a taped record of all cases handled by the appeals court. These tapes are to be maintained by the dean of students for a period of four (4) years.
   e) To submit, in writing, to the dean of students, the SGA president, the SGA secretary/treasurer, plaintiff and defendant copies of the decisions of the appeals court within forty-eight (48) hours of the meeting at which they are made.
   f) The other vice chair shall:
      1) Assist the chair in any way deemed necessary.
      2) In the event of a trial, inform the defendant of his/her rights.
      3) Perform all the duties of the chair in his/her absence.
4. Advisor
   a) One faculty member to be elected by the court at its first meeting of the academic year.
   b) One advisor to be either the dean of students or his/her designated representative. This advisor must remain the same throughout the year.
   c) To hear all cases brought before the appeals court.
   d) To serve as resource advisor for the court.
   e) Shall be a non-voting member.
   f) May be an advisor to any other student judicial court.

Subsection D - Meetings

To be held as often as necessary.

Section 8 - Judicial Review Board

Subsection A - Purpose

1. To refer cases of questionable jurisdiction to the proper judicial court.
2. To hear and vote on requests of case removal from the student judicial court system to the administrative channels.
3. Hear and try cases involving possible ethics violations of a member or members of the judicial branch.

Subsection B - Membership and Duties

1. Dean of students to preside over all meetings of the board.
2. Faculty Representative
   a) To serve as secretary.
   b) To represent the faculty's interests in preserving justice.
   c) Appointed by the vice president and dean of academic affairs.
3. Faculty Representative
   To represent the administration's interest in preserving justice.
4. Honor Court Chair
   a) To represent the student body.
   b) To represent the honor court's interest in preserving justice.
5. Judicial Council Chair
   a) To represent the student body.
   b) To represent the Judicial Council's interest in preserving justice.
6. Student Representative
   a) Selected by the SGA.
   b) To represent the student body.

Subsection C - Procedure

1. Written requests are submitted to the dean of students.
2. The dean of students shall then have forty-eight (48) hours to call a meeting of Judicial Review Board.
3. The board shall then hear only the allegations and then render a decision. The case shall then be referred to one of the following:
   a) Honor Court
   b) Judicial Council
   c) President's Cabinet
4. In cases involving ethics violations, the Judicial Review Board shall observe the procedures for the student judicial courts.
5. All decisions require a majority vote (50% + 1).

Section 9 - Rights of the Defendant

1. To be considered innocent unless proven guilty.
2. The student shall be informed in writing of the nature of the charges that have been brought against him/her and that those charges are being investigated.
3. The student shall be informed immediately of the results of an investigation of which she/he is the subject.
4. The student shall have three (3) school days after notification before a hearing may take place.
5. Any student appearing before a court of the Judicial Branch shall hear the accusations brought against him/her in the presence of the plaintiff.
6. No student shall be required to testify against him/herself.
7. Once a charge has been drawn, the court is committed to that charge, and shall not pursue any other charges.
   a) If during the course of a hearing, another violation is uncovered, the court will pursue that charge after the first case has been closed and proper notification has been delivered.
   b) The court will view this new violation as a separate matter and not allow the discovery to prejudice its verdict.
8. Any student has the right to appeal.

9. When confidentiality is a major concern such as cases concerning sexual activity or illegal drug use, any student may make a written request to the dean of students to have his/her case removed from the student courts and transferred to the administrative level.
10. The student has the choice to have a member of SGA Executive present during any phase of the trial after the summons has been delivered.
11. The student has the right to be informed of his or her rights, as written herein, before he or she is questioned about any charges brought against him or her. This will include cases heard by a student judicial body and those under administrative jurisdiction.
12. A student shall have the right to have summons brought to him/her in person. If that person is unable to be reached within 24 business hours of the drawing of the summons, then the charged may be directly informed by phone (i.e. no electronic recording devices) upon approval of the dean of students.
13. The student shall have the right not to receive cruel or unusual punishment.

Section 10 - Waiver of Rights

1. The defendant may waive any or all of his/her rights.
2. The defendant must submit a written waiver of his/her rights to the chair of the court hearing the case.
3. Once rights have been waived, they may not be claimed again during the course of the proceedings.
4. The waiver of rights does not carry from one trial body to another. Rights must be waived before each court if the defendant so desires.

Section 11 - Appeals

Subsection A - Grounds for Appeal

1. Procedural violations
2. Violation of rights
3. Sanction inconsistencies
4. New evidence

Subsection B - Appeals Procedure

1. Student requesting appeal must submit a written request for an appeal to the chair within two (2) school days of original court's decision.
2. The appeals court will then have up to three (3) school days to review the original case records of the lower court and determine if the grounds for appeal are valid.
3. The chair must notify, in writing, the person requesting the appeal whether or not the request was granted within twenty-four (24) hours of the meeting at which the decision was made.
4. Should the appeals court decide the appeal is valid and retry the case, the sanctions of the original court are stayed pending the outcome of the appeals court hearing.
   a) If the decision of the lower court is upheld, sanctions of the lower court become effective.
   b) If the decision of the lower court is overturned, sanctions of the lower court are rendered null and void.
5. Should the appeals court decide not to retry the case, the sanctions of the original court become effective immediately.

Subsection C - Evidence of New Violations

If during the course of an appeals hearing a new violation is uncovered, evidence of that violation shall be sent to the appropriate lower court for review and possible hearing.

Section 12 - Appeals to the President's Cabinet

Subsection A - Grounds for Appeal

1. Procedural violations
2. Violations of rights
3. Sanction inconsistencies
4. New evidence

Subsection B - Appeals Procedure

1. Once a student has exhausted his/her appeals through the student courts, a student may make a final appeal to the President's Cabinet.

2. Written request for an appeal must be made to the dean of students within forty-eight (48) hours of the final decision of the student appeals court.
3. The dean will then have twenty-four (24) business hours to either accept or reject the motion for appeal.
4. If the request for appeal is granted, the dean shall put the appeal on the next President's Cabinet agenda, and the sanctions of the lower court are stayed pending the decision of the President's Cabinet.
   a) If the decisions of the lower court are upheld, the sanctions become effective immediately.
   b) If the decision of the lower courts are overturned, the sanctions are rendered null and void.
5. If the request for appeal is denied, the sanctions become effective immediately.
6. During the appeal to the President's Cabinet, the dean will abstain from sitting in on the appeal to allow for a fair trial.

Subsection C - Evidence of New Violations

If, during the course of a President's Cabinet hearing, a new violation is uncovered, evidence of that violation shall be sent to the appropriate student court for review and possible hearing.

Section 13 - Quorum

1. A quorum shall consist of three-quarters (3/4) of the total council's membership and one advisor.
2. A quorum shall be necessary for any branch of the judiciary vote.
3. In any case where a quorum is not possible, the council may choose to refer the case to the dean of students. The dean of students would then serve as chair and the remaining student members would decide on the case. Disciplinary action would be taken under the authority of the dean.

Section 14 - Vacancies and Successions

Subsection A - Chair

If, for any reason, a vacancy should occur in the office of chair, the vice chair shall assume all responsibilities and position of chair.

Subsection B - Vice Chair and Secretary

1. Should a vacancy occur in the positions of vice chair or secretary, the SGA Legislature will nominate and appoint persons to assume the responsibilities of these positions.
2. The court shall recommend to the Legislature persons for these positions, but these recommendations shall not be binding.

Subsection C - Class Representatives and Council Members

Through SGA Legislature, they shall be elected from the class or group that is to be represented.

Subsection D - Limitations

All qualifications will still need to be met from within this constitution and the Office of Student Services.

Section 15 - Referral to the Dean of Students

Subsection A

The judicial branch may refer to the dean of students any case occurring within two weeks of the end of a semester.

Subsection B

During the first three weeks of the academic year, all cases appearing before Judicial Council are referred to the dean of students. This will allow the students time to elect their council members.

ARTICLE VII: Elections

Section 1 - Qualification for Presidential Eligibility

To be eligible to serve as a president of any residence hall, club, organization, or as chair of a judicial court, he/she must be registered for a minimum of twelve semester hours for the preceding and current semesters and have a cumulative QPA of 2.75 at the time of elections and maintain thereafter. After being elected, at the point in mid-year grades, if his/her cumulative QPA is below a 2.75, the member will be required to resign. This decision may be appealed in writing to the SGA Executive Committee within twenty-four (24) business hours for a final decision in the SGA Executive Committee during which time the requirement to resign will be at a stay pending the outcome of the appeal.

Section 2 - Presidents, Vice Presidents and Secretaries Eligibility
Presidents, vice presidents and secretaries in the SGA or chairs of any judicial court must have attended Montreat College for at least two previous semesters before taking office.

Section 3 - Judicial Courts and SGA Legislature Eligibility
To be eligible to serve on a judicial court or SGA Legislature, a student must be registered for a minimum of twelve (12) semester hours for the preceding and current semesters and must have a cumulative 2.5 QPA at the time of the elections and maintain it thereafter.

Section 4 - Enrollment Requirements
All elected or appointed student leaders must be full-time students at Montreat College before holding an office in the SGA.

Section 5 - Limitations
An SGA member may not hold more than one voting office in the Legislature.

Section 6 - Disqualification from Office
Any elected or appointed student leader convicted of any offense having a penalty of disciplinary probation, academic probation, suspension, requirement to withdraw, or expulsion may not continue to serve out the remainder of his/her term in office. This disqualification can be appealed to the appeals court; during this appeal process the disqualification will be at a stay.

Section 7 - Campaigning
Campaigns shall be conducted in a competitive but fair and honest spirit under the honor system. Campaigning is highly encouraged in the form of posters, speeches, and banners. There is no size limitations on posters, nor any limit on the number of posters anywhere on campus. There shall be no posting of campaign materials inside classrooms, the L. Nelson Bell Library or Gaither Chapel. Posters may not be placed on glass or painted surfaces for purposes of damage to walls. After campaign materials have been placed, it may not be removed by anyone other than the candidate or administrative officials. Campaigning for any election may not be held within a fifty (50) foot radius of the polls on the day of the election. All posters and campaign materials must be removed within twenty-four (24) business hours of the closing of the polls. If a run-off election occurs in any position, the campaign material may stay posted till immediately following the closing of the run-off polls. It is the responsibility of all nominees to see that all campaign materials are removed. Forums and campaigning may take place in residence halls provided they are approved by the residence director and the resident assistants on the floor on which campaigning will occur.

Section 8 - Spring Election Procedure
1. The election date shall be announced at least two weeks in advance and the ballot box shall be available from 12 noon to 5 p.m. on the day of the election speeches. The ballot box will be available in lower Belk from 8 a.m. to 1 p.m. on the day after election speeches at which time the polls will close.
2. There shall be only one (1) ballot box and it shall be located in lower Belk.
3. The ballot box shall be attended at all times by a member of the Elections Committee. Candidates for office may not serve on the Elections Committee.
4. The ballots shall not be available for counting until 1 p.m. on the second election day.
5. The ballots shall be counted by the SGA Elections Committee, chaired by the SGA vice president, with at least four (4) members of the student body who are not members of the Legislative branch, that shall be appointed by the SGA Executive Committee. In addition, two (2) faculty members or administrators shall be present during the counting of ballots.
6. The Elections Committee shall determine winners on the following criteria:
   a) A vote of 50%+1 of the votes cast.
   b) If three (3) or more candidates are competing for one (1) position and none have a simple majority, a run-off will be declared between the two (2) candidates receiving the most votes.

c) Between three (3) to five (5) days of the posting of the election result, the Elections Committee shall hold a run-off if deemed necessary.

7. Voting for all offices under the SGA shall be by secret ballot.
8. After all ballots are counted, the Elections Committee shall post the complete election results including the exact vote count. In addition, the committee shall notify the candidates of the decisions. After written notification, the candidates shall be given twenty-four (24) business hours to accept the decisions or file a written complaint with the Elections Committee. After this specified period of time, all offices shall be considered filled or a hearing will be arranged with the candidates of the contested offices. In the event that an election is contested, the Elections Committee shall hear the complaints and render a final decision.
9. The Elections Committee shall be vested with the authority to enforce the election procedure. Questions regarding matters not covered in these procedures should be directed to this committee or to the SGA Executive Committee.

Section 9 - Spring Order of Elections

1. Positions in order:
   a) Sophomore, junior, and senior representatives to honor court
   b) Secretary of honor court
   c) Secretary of judicial council
   d) Vice chair of honor court
   e) Vice chair of judicial council
   f) Chair of honor court
   g) Chair of judicial council
   h) Appeals court chair
   i) Appeals court vice chair
   j) Appeals court secretary
   k) Sophomore, junior, senior class presidents and off-campus representative
   l) Secretary/treasurer to SGA
   m) Vice president to SGA
   n) President to SGA
2. Campaign Requirements
   Candidates for these offices should have at least one week to campaign and prepare for speeches. Speeches will be held according to the order listed above.

Section 10 - Spring Positions to be Filled

See Appendix A.

Section 11 - Freshman Class Elections

During the third week of the new academic year, a freshman class meeting will be held. The SGA Vice President shall hold this meeting in order to elect a freshman class president, a freshman class vice president, a freshman class member-at-large and a freshman honor court representative. All election processes shall be determined by a secret ballot

Section 12 - Class Vice Presidents and Members-At-Large Elections

During the third week of the new academic year, each class will elect a vice president and member-at-large. The newly elected class president shall conduct this meeting using a nomination process with secret balloting. Upon approval of the qualifications within this document and the Office of Student Services, the vice presidents and members-at-large will serve on the Legislature.

Section 13 - Judicial Council Elections

The positions for the judicial council according to each residence hall will be held during the first residence hall meeting of the year. The residence hall members will elect student(s) onto the council with the resident director supervising the elections. All qualifications within this constitution and within the Office of Student Services must be met by the elected residence hall representative.

ARTICLE VIII: Installation

Section 1 - Time Constraints
Installation for all members of the SGA shall be held within two (2) academic weeks following the last election if possible.

Section 2 - Planning Responsibilities
The planning of the installation service shall be the responsibility of the SGA Executive Committee, in conjunction with the Director of Student Activities.

Section 3 - The Installation Pledge
"I affirm that I will perform the duties entrusted to me to the best of my ability, and in the best interest of the Montreat College community."

ARTICLE IX: Removal From Office

In the event that a petition from the electing member that is incompetent or incapable of filling an office, the petition must have a simple majority (50% + 1) before it can be presented to the SGA Executive Committee. When such a petition is presented, it shall be considered by the SGA Executive Committee. The highest ranking member not under indictment will serve as the presiding member. Upon a two-thirds (2/3) approval of the Executive Committee, the petition shall move to the Legislature. A special session of the Legislature will be called for the consideration of the petition. This special session of the Legislature will be presided over by the chair or the next highest ranking court member. The Legislature will act as a court for consideration of the petition for impeachment. Upon a two-thirds (2/3) approval vote of the Legislature, the removal will take effect. The decision of the Legislature will be sent to the dean of students for notification. The removed member may appeal to the appeals court in writing within twenty-four (24) business hours during which time the removal will be at a stay pending the outcome of the appeal.

ARTICLE X: Fund Raising Procedures

Section 1 - Purpose
Fund raisers are one of the most effective methods of making money for worthy causes; they build unity among the students and the community. But, boundaries must be placed so that the chaos of having a large number of fund raisers at one time, or students conducting fund raisers for personal gain can be avoided.

Section 2 – Off-Campus Solicitation
1. Approval must be obtained from both the SGA and the Vice President for Advancement.
2. A typed proposal must be submitted that includes the purpose of the fund raiser, the product to be sold and the product price.

Section 3 – On-Campus Solicitation
1. Any SGA organization that sponsors an activity of raising money, whether it be for services rendered or a collection of money for a good cause, must obtain official approval from the SGA.
2. A typed proposal must be submitted that includes the purpose of the fund raiser, the product to be sold and the product price.
3. It is recommended that the Development Office be consulted since they have helpful advice that might increase the effectiveness of the fund raiser.

ARTICLE XI: Constitutional Revisions Procedure

1. Constitution revisions may be proposed through the SGA Legislature upon two-thirds (2/3) approval of its membership. Any member of the student body, as well as a member of the Legislature, may propose a revision to be formally considered.

2. Upon approval from SGA, all constitutional revisions must be posted by the SGA one (1) week prior to the date being voted on by the student body.
3. Upon approval of a two-thirds (2/3) majority of the votes cast, the proposed revision shall become part of the constitution.
4. The Executive Committee reserves the right at its discretion to appoint a Constitution Revision Committee to study future revision considerations.

ARTICLE XII: Interpretation

Questions regarding the interpretation of this constitution or matters not covered herein may be handled informally by the SGA Executive Committee. In the event that this body is unable to reach an acceptable decision, the matter must be taken before the Legislature for formal introduction by the Executive Committee.

Student Government Association Constitution Appendix A

Fall Elections

Position	Electing Body	How to File
Freshman Class		
President	Freshman Class	Nomination
Vice President	Freshman Class	Nomination
Member-At-Large	Freshman Class	Nomination
Honor Court Representative	Freshman Class	Nomination
Class Vice Presidents	According to Class	Nomination
Class Members-At-Large	According to Class	Nomination
Off-Campus		
SGA Representative	Off-Campus Students	Nomination
Judicial Court Representative	Off-Campus Students	Nomination
Residence Hall Judicial Council Representatives	According to Each Residence Hall	Nomination

Spring Elections

SGA President	Student Body	By Application
SGA Vice President	Student Body	By Application
SGA Secretary/Treasurer	Student Body	By Application
Senior Class President	Junior Class	By Application
Junior Class President	Sophomore Class	By Application
Sophomore Class President	Freshman Class	By Application
Student Activities Chair	Student Body	By Application
Senior Associate Justice	Student Body	By Application
Honor Court		
Chair	Student Body	By Application
Vice Chair	Student Body	By Application
Secretary	Student Body	By Application
Senior Representatives	Junior Class	By Application
Junior Representatives	Sophomore Class	By Application
Sophomore Representatives	Freshman Class	By Application
Judicial Council		
Chair	Student Body	By Application
Vice Chair	Student Body	By Application
Secretary	Student Body	By Application
Appeals Court		
Chair	Student Body	By Application
Vice Chairs (2)	Student Body	By Application